

**RAPPAHANNOCK REGIONAL JAIL  
PROCUREMENT OFFICE  
PO Box 3300  
Stafford, VA 22555  
Phone: (540) 288-5273 Fax: (540) 288-0819**

**NOTICE OF CONTRACT AWARD**

DATE: March 4, 2014

COMMODITY NAME: Employee Medical/Drug Insurance

CONTRACT NUMBER: 2014-MDI

CONTRACT PERIOD: July 1, 2014 – June 30, 2017

RENEWAL OPTIONS: Two (2) one year renewal options

COMMODITY: Employee Medical/Drug Insurance

CONTRACTOR: Anthem Blue Cross and Blue Shield  
2015 Staples Mill Road  
Richmond VA 23279

TERMS: Net 45 days

DELIVERY: N/A

FOR FURTHER INFORMATION CONTACT:  
Lisa Edwards  
(540) 288-5273

NOTICE TO ALL RAPPAHANNOCK REGIONAL JAIL USING DEPARTMENTS:  
This contract is the result of a Request for Proposal program and its use must follow the Rappahannock Regional Jail Procurement Policy. Please see the reverse side of this notice for further instructions regarding this contract.

## **INSTRUCTIONS**

Orders: All Rappahannock Regional Jail using departments must order services listed by issuing Rappahannock Regional Jail requisitions per Rappahannock Regional Jail Procurement Policy. An extra copy of the policy can be obtained by contacting the Department of Finance.

The applicable contract number must be listed on all requisitions and the requisitions completed in its entirety.

Inspection on delivery and approval of the contractor's invoice is the responsibility of the receiving using department.

Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Procurement Officer for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or email.

Renewals: As stated on the face of this notice, two (2) one-year terms exist on this contract. The decision as to whether to exercise the renewal option will be made by the Assistant Superintendent with input requested from the using departments, approximately sixty (60) days in advance of the expiration date of the current term.

Revisions/Additions to Contract: Any modifications made to this contract must be authorized by the Procurement Officer and issued as a written amendment to the contract.

Price Adjustments: Contract price shall remain firm for the initial one-year contract period and may be negotiated sixty (60) days prior to each of the renewals.