



Kimberly Green, SPHR, IPMA-SCP

Human Resource Manager
City of Palmer
231 W Evergreen Ave
Palmer, Alaska 99645-6952
Phone (907) 761-1302
Fax (907) 761-1332
kgreen@palmerak.org

March 25, 2022

TO: All Plan holders of Record

RE: Addendum No. 2
Insurance Broker Services – RFP 22-01HR
City of Palmer

This addendum consists of one (1) page.

BID OPENING DATE AND TIME REMAIN UNCHANGED

Bidders must acknowledge the receipt of this addendum in writing in the bid proposal. This addendum amends and/or supplements the contract documents. Contract document provisions not specifically amended herein remain in full force and effect.

CLARIFICATIONS/EXPLANATIONS: In response to questions posed:

1. Q. Appendix A refers to having an affirmative action plan in place. Does this require that we have a formal affirmative Action Program that establishes workforce demographic goals and actions, or that we engage in non-discriminatory practices and have EEO policies in place?

A. Box 9 on Appendix A is asking if the proposer has a formal affirmative action plan however the RFP does not require the establishment of a formal affirmative action plan. Proposers may use box 13 to provide additional information regarding any question listed in the appendix.

2. Q. Should Appendix B – Compensation Schedule be submitted as part of the separate Fee Proposal from the main proposal?

A. Appendix B should not be submitted in a separate envelope with the signed Fee Proposal.