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.