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September 2, 2022

TO: All Plan holders of Record

RE: Addendum No. 1
Healthcare Insurance Brokerage Services – RFP 22-02HR
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. The contract is set to be awarded for one year, with options at the sole discretion of the City to renew for up to an additional three years. The contract date listed on page 6 indicates that the contract would have an effective date of February 1, 2023. The City of Palmer Benefit Enrollment Guide indicates that the coverage term starts on January 1st of each year.

With the RFP due date of September 16, 2022, and anticipated City Council approval on October 11, 2022, can the effective date of this contract be moved to November 1, 2022? That would give the successful proposer approximately 60 days to review, confirm and present the renewal terms and conditions to the City for the 2023 term.

A. Due to the complexity and time needed to properly review plans prior to the an effective date of January 1, 2023, as well as the city's need to budget plan costs and obtain council approval prior to the acceptance of a plan (which will occur in October/November 2022 budget planning session) the city has begun the renewal process for the health insurance plans for the 2023 year with its current health insurance broker, USI; the effective date of the contract as noted in the RFP will remain February 1, 2023.