

**The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, PA 19106**

**RFP No. 21-13  
Health Insurance Broker Services  
Addendum Two**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: July 9, 2021

No Pages: 2

This addendum is issued on Friday, July 9, 2021 prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective Offerors regarding the work included in the above referenced solicitation.

**QUESTIONS**

1. **Question:** What fees (\$) have been paid for healthcare benefits consulting services over the last three (3) years?  
**Response: \$0.00.**
2. **Question:** What is the reason for issuing the RFP at this time, rather than waiting until your final option year under the contract entered as a result of the RFP for health benefits consulting services issued by the Philadelphia Parking Authority in 2017?  
**Response: A contract was not awarded as a result of the 2017 RFP.**
3. **Question:** Are there any particular pain points/issues the Philadelphia Parking Authority is experiencing with the current medical, pharmacy or other H&W plans?  
**Response: No.**
4. **Question:** Given that the retiree medical contract is scheduled to expire 12/31/2021 and other contracts expiring 3/31/2022 and 4/1/2022 (i.e., Healthcare, Rx, Dental, Vision, and COBRA), what is the proposed schedule of bidding for these coverages?  
**Response: September 2021 to October 2021 for retiree medical. October 2021 to January 2022 for all other policies.**
5. **Question:** Do union employees participate in any of the plans other than the life and disability plans? If yes, how many participate in each of the other plans?  
**Response: Yes, some union employees participate in healthcare plans. Approximately, 369 union employees participate in the health plan.**
6. **Question:** How many times a year do you anticipate requiring assistance for “contract period” questions with respect to the life and disability plans or any of the other plans?

**Response: One to two times per year.**

7. **Question:** Please clarify the benefit consultant's role during open enrollment? Are printing costs to be included in the proposal? If so, can you please provide a page count and quantity for the typical open enrollment guide?

**Response: Consulting services will only be provided by the successful Offeror when there is a change in the plan design. The benefit carriers will provide the open enrollment documents. The Authority will need assistance with a one to two page document. This document will include a small description of the plan changes and instruct employees how to enroll and where to enroll. If no plan changes occur open enrollment will remain the same with employees only changing between existing plans.**

8. **Question:** Does the Philadelphia Parking Authority use a vendor to prepare Forms 1094-C and 1095-C or is the work done internally? If internally, what assistance are you seeking from the benefits consultant with respect to this work?

**Response: This is currently completed internally through HRMS and AATRIX. The Authority is seeking assistance to ensure accuracy and compliance.**

9. **Question:** Will the Authority waive the requirement to submit financial statements?

**Response: This requirement will not be waived. The Authority will accept the following; audited financial statements, reviewed financial statements or a compilation set of financial reports prepared by an outside certified public accounting firm.**

10. **Question:** Will the Authority sign a NDA regarding the financial statement requirement?

**Response: No. It should be noted that financial statements/information that is submitted is held confidentially and not subject to Pennsylvania's Right to Know Law.**

**END OF ADDENDUM TWO**