

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

**RFP No. 26-08**  
**Insurance Broker and Risk Management Services**  
**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: May 5, 2026

No Pages: 3

This addendum is issued on May 5, 2026, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

**QUESTIONS**

1. **Question:** Will PPA accept a public-sector-only client list or treat a full list as confidential under RTKL? [Ensuring Offeror does not waive confidentiality by silence].

**Response: The Philadelphia Parking Authority is subject to the Pennsylvania Right-to-Know Law, and all proposal materials are subject to public disclosure in accordance with applicable law.**

**Offerors may designate portions of their submission as confidential or proprietary; however, such designations will be reviewed and handled in accordance with RTKL requirements, and the Authority cannot guarantee that all such information will be exempt from disclosure.**

**To the extent necessary to demonstrate qualifications, Offerors should include sufficient information to evidence experience advising complex governmental or quasi-governmental entities operating in highly visible public environments. The Authority will accept a representative client list (e.g., public-sector clients) provided it adequately demonstrates relevant experience.**

2. **Question:** We note that the expiring contract for Insurance Brokerage Services, under PPA RFP 22-22 was structured as a one-year contract with series of four (4) one-year extensions. These contracts were due to run through June of 2028. Can the Authority advise as to why the term was cut short?

**Response: While the contract allows for additional one-year extensions, the Authority is not obligated to exercise those options.**

**Consistent with its procurement policies and in support of maintaining competitive pricing, service quality, and alignment with evolving operational needs, the Authority periodically evaluates its professional service contracts. Based on that evaluation, the Authority elected to re-procure Insurance Brokerage Services at this time.**

3. **Question:** Are there any specific services that the Authority did not receive that they felt were missing?

**Response: See response to Question 2.**

4. **Question:** Can you please describe the current Environmental Health and Safety program at the Authority? How many dedicated employees are in this department? Is this where the Crisis Management is managed?

**Response: The Authority does not currently have an Environmental Health and Safety program. The Crisis management will be a new initiative under the umbrella of the Risk Management Department.**

5. **Question:** There is a request for Surety in the RFP- can the Authority advise as to the type and frequency of the bonds that will be requested?

**Response: Occasionally performance bonds are required of potential vendors or contract awardees; however, there is no frequency established by the Authority.**

6. **Question:** Does the Authority have a current contract with a Third-Party Administrator, and if so, what is the name of that company?

**Response: No.**

7. **Question:** Does the TPA manage the claims using a software program?

**Response: N/A.**

8. **Question:** What is the annual broker fee \$ for the property and casualty program?

**Response:**

**Year 1: \$85,000**

**Year 2: \$87,550**

**Year 3: \$90,176**

9. **Question:** Why are you releasing RFP for property and casualty insurance broker services?

**Response: See response to Question 2.**

10. **Question:** Please confirm your current pain points or problem areas with your property and casualty program?

**Response: See response to Question 2.**

11. **Question:** Who are the current carriers or markets for the property and casualty program?

**Response:**

- **Travelers: Workers' Compensation, General Liability, Auto, Garagekeepers, Umbrella, Excess**
- **AIG: Excess, Excess Cyber**
- **AXIS: Cyber, Crime**
- **ACE: D&O/EPL**
- **Chubb: Professional Liability/Employed Lawyers, Property**
- **Lloyds: Active Assailant**

12. **Question:** Please provide copies of Key Contracts/Insurance Policy Compliance for Contractual Review and Analysis for insurance related stipulations across Management Agreements, Purchase Agreements, etc.

**Response: All contracts, including insurance requirements, are available on the Authority's website. Please visit <https://www.patresury.gov/openbookpa/e-library/>**

13. **Question:** Page 11 item II-11 requests a complete client list for the last 3 years including details. USI has served over 500,000 clients over the last 3 years. Please advise if a list of current local public entity clients would suffice?

**Response: See response to Question 1.**

**14. Question:** Who is the incumbent broker?

**Response: WTW (formerly Willis Towers Watson).**

**15. Question:** What is the incumbent broker's total compensation for the placements of the policies purchased by the Authority?

**Response: See response to Question 8.**

**16. Question:** What is the current compensation structure for the incumbent broker: fee, commission, or a combination of both?

**Response: The current broker is compensated via an annual fixed flat rate.**

**17. Question:** How does the Authority ensure transparency in fees from all involved parties - including commissions earned by the broker, intermediaries, wholesalers, etc.?

**Response: See response to Question 16.**

**18. Question:** Is all the aforementioned compensation reflected in the price scoring in the solicitation?

**Response: Proposals will be scored on the annual fixed flat rate proposed and the services provided by the Offeror.**

**19. Question:** Is the incumbent broker using owned intermediaries, wholesalers, etc.? If yes, how is that compensation disclosed and reconciled?

**Response: See response to Question 16.**

**20. Question:** Do you require the broker to cap commissions earned by wholesalers, intermediaries, etc.?

**Response: No. However, all costs associated with fulfilling the terms of the contract, including anticipated pricing structures and commissions, should be clearly identified in the proposal.**

**END OF ADDENDUM ONE**