



# PALM BEACH COUNTY HOUSING AUTHORITY

## RFQ ADDENDUM #2 Solicitation No. RFQ: FY2018-INS-002

DATE: November 28, 2018

TO: All Prospective Responders

REF: Insurance Broker of Record - RFQ: FY2018-INS-002

The following additions and/or modifications to the Request for Qualifications (RFQ) posted to PBCHA website, on November 12, 2018 will be in and become part of the Insurance Broker of Record (RFQ: FY2018-INS-002). Proposers are therefore instructed to take this addendum into consideration when preparing and submitting Statements.

**RFQ Bid Package – Page 4: Timeline, “Notice of Award” is amended to read as follows: *January 7, 2019***

Date Issued	November 12, 2018
Pre-Submission Conference	November 16, 2018 at 10:00 a.m.
Last Date for Questions	November 19, 2018
Proposal Due Date	December 17, 2018
Notice of Award	<i>January 7, 2019</i>
Anticipated Approval by the Board	January 21, 2019

**Page 6: Overview, paragraph one (1), sentence one (1) has been amended to read as follows:**

*The Palm Beach County Housing Authority and its affiliated entities (PBCHA) is requesting qualifications (RFQ) from firms to provide Insurance Brokerage and Risk Management Services for the 2018 and 2019 Fiscal Year.*

**Page 7: Qualifications, sentence nine (9) has been amended to read as follows:**

*9. Broker shall work with the PBCHA to evaluate the current plan of insurance policies and recommend appropriate or advantageous changes; renewals shall be affected in a timely manner, to meet the Agency internal time requirements and also maintain coverage.*

**Page 9: Proposal Stipulations, sentence one (1) has been amended to read as follows:**

*1. ALL questions are to be submitted via email to the attention of the Contracts and Procurement Manager as notated on Page 4 of these specifications.*



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**Page 10: Proposal Requirements, sentence one (1) has been amended to read as follows:**

1. A completed PBCHA Request for Qualifications Questionnaire.

**Page 12: Broker Services/Fees, sentence six (6) has been amended to read as follows:**

6. *If selected as an exclusive Broker, how can you assure Palm Beach County Housing Authority that you have provided the most comprehensive and competitive proposal?*

Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Please complete the attached acknowledgment form and include it in your proposal package.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

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RFQ No.: FY2018-INS-002 Insurance Broker of Record