



Housing Authority of the City of Pittsburgh

Contracting Officer
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July 5, 2018

Workers' Compensation Actuarial Services

ADDENDUM NO.1

This addendum issued July 5, 2018 becomes in its entirety a part of the 3 Quote Bid as is fully set forth herein:

Item 1: **Q:** I have a question relating to your Quote Request for Workers' Compensation Actuarial Services. Can you describe what is meant by "convert data to comply with GAAP for your Financial Services Department"? I provide workers' compensation actuarial reports to many clients but I am not clear on what this conversion would be.

A: *What is needed, simply, is a clearly stated amount estimating in present value, the liability represented by remaining open claims arising from the self-insured period, for the purpose of balance sheet presentation.*

Item 2: **Q:** Would you be able to send the latest actuarial analysis of HACP's self-insured program?

A: *Not at this time.*

Item 3: **Q:** Also, the quote request states that HACP used a self-insured program to manage its workers' compensation risk until December 31, 2014. Would you be able to explain how HACP has managed its workers' compensation risk since that date?

A: *We use a third party Vendor that collaborates with us on all aspects of worker's compensation to include claims management, risk, safety initiatives etc.*

Item 4: **Q:** Whether companies from Outside the USA can apply for this? (like, from India or Canda)

A: *Yes. But the HACP will require the vendor to be on site for some services*

Item 5: **Q:** Whether we need to come over there for meetings?

A: *We would require a minimum of (2) two meetings per calendar year, which would essentially cover our history of activity, goals to maintain and where we are at the present time.*

Item 6: **Q:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: *Yes, But the HACP will require the vendor to be on site for some services*

Item 7: **Q:** Can we submit the proposals via email?
 A: *Email submission is not acceptable. Clearly states on the quote request to Fax to Brandon Havranek at (412) 456-5007.*

Item 8: The proposal due date, time and location remain unchanged at July 20, 2018, at 11:00 AM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

7-5-18

Date