

Housing Authority of the City of Pittsburgh

Contracting Officer
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September 5, 2014

Workers' Compensation Insurance RFP#650-30-14

ADDENDUM NO.2

This addendum issued September 5, 2014 becomes in its entirety a part of the Request for Proposals RFP#650-30-14 as is fully set forth herein:

Item 1: Q.: How many claims are currently open? What type? How much paid out?

A. There currently 5 open claims over the past 4 year period. 2 are indemnity and 3 are medical only. Total claim payments for all years is \$436,653. Reserves for 2013 year are \$41,750 and for 2014 are \$9,315. No indemnity claims for 2014 as of 8/4/14.

Item 2: Q.: How many claims did the PHA have in the past?

A.: From 2006 – 2009, claims averaged around 58

Item 3: Q.: How many type of job class/descriptions are there?

- A. Maintenance? –
- B. Administration? –
- C. Clerical? Ect.

A.: 983 (Housing Authority), 951 (Salesperson – Outside), 953 (Office)

Item 4: Q.: How many buildings does the PHA own? Property Value?

A.: Please provide more clarification and reason for the questions. HACP owns hundreds of different properties and faculties, that employees do not work out of on a daily bases.

Item 5: Q.: List of PHA equipment? How much equipment would the PHA like to insure?
Value?

A.: There is not equipment being insured, under the workers compensation scope of work.

Item 6: Q.: Does your agency have to have prior experience with this size of account to be considered for final approval of bid?

A.: Consideration to will be given on experience, services, market's requested. Size of accounts serviced would be considered as part of the experience component, but is not a sole determination.

Item 7: Q.: Can you provide a copy of your current insurance policy?

A.: The current insurance policy is a standard WC policy. There are no special endorsements attached. Below is an endorsement listing.

WORKERS' COMPENSATION FORMS AND ENDORSEMENTS

4005 07-06	Coverpage
4006 07-06	Welcome Letter
4008 07-06	Privacy Policy
4013 07-11 (1) WC 89 06 14	Schedule of Forms and Endorsements
Form 6	Notice to Pennsylvania Employers and Employees
WC 00 00 01A	Information Page
4007 07-06 WC 89 06 15	Extension of Information Page
4011 07-06	Name and Location Schedule
4012 07-06 (1)	Premium Payment Schedule
4036 03-12 (1)	Electronic Funds Transfer Authorization
4016 07-06 (1) WC 00 04 08	Premium Discount Endorsement
4017 07-06 (1) WC 00 04 14	Notification of Change in Ownership Endorsement
4018 07-06 (1) WC 00 04 19	Premium Due Date Endorsement
4100 08-08 (1) WC 00 04 21C	Catastrophe (Other Than Certified Acts of Terrorism)
	Premium Endorsement
4101 08-08 (2) WC00 04 22A	Terrorism Risk Insurance Reauthorization Act Endorsement
4035 09-06 (1) WC 37 04 04B	Pennsylvania Certified Safety Committee Endorsement (if applicable)
4021 07-06 (1) WC 37 06 01	Special Pennsylvania Endorsement - Inspection of Manuals
4022 07-06 (1) WC 37 06 02	Pennsylvania Notice
4023 07-06 (1) WC 37 06 03A	Pennsylvania Act 86-1986 Endorsement
4024 07-06 (1) WC 37 06 04	Pennsylvania Employer Assessment Endorsement
2619	Notification of Availability of Accident and Illness Prevention Services
4014 05-11 WC 00 00 00B	Workers' Compensation and Employers Liability Policy

ADDITIONAL AND ELECTED WORKERS' COMPENSATION FORMS AND ENDORSEMENTS

WC 00 01 14	Notification of Endorsement of Pending Law Change to TRIPRA
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Item 8: Q.: Can we respond to all RFP's in a consolidated fashion ie. One set of required forms(section3, MBE,etc) and sections for each LOC in each binder?

A. No, separate proposals are required for each RFP

Item 9: Q. How many union groups/Collective Bargaining units does the HACP work with?
Which Unions? Contract Renewals?

A.: There are currently six Collective Bargaining, they are the following;

- Operating Engineers Local #95
- Painters Local Union #6
- Pittsburgh Building & Construction Trades
- Services Employees International Union Local No. 32BJ
- Teamsters Local Union No. 249
- Teamsters Local 250

All Collective Bargaining contracts are set to renew on 01/01/2015.

Item 10: Q.: Is there any flexibility to modify benefit or propose alternative plan designs?

A.: Coverage will be for statutory WC coverage with a \$1,000,000 limit of employers liability. With respect to alternative plan design, other types of programs will be considered with a preference towards guaranteed cost. However these will be subject to the Phase II specifications.

Item 11: Q.: How are benefits currently communicated and enrolled?

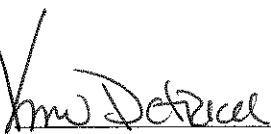
A.: In the Employee Handbook there is a section that describes the WC benefit and how to report an incident. WC is a benefit that all employees are enrolled in during the Payroll process.

Item 12: Q.: Is there an HRIS/HRM in place? If so, what is the system, what functions are utilized?

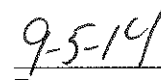
A.: Current HRIS is Ceridian HR/Payroll Web. This system is used to manage employee benefits, recordkeeping, payroll deductions, etc. It does not manage the WC claims or information.

Item 13: The proposal due date, time and location remain unchanged at September 12, 2014 at 2:00 PM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2



Kim Detrick
Procurement Director/Chief Contract Officer



Date