

**December 4, 2025**

**Workers' Compensation Insurance**

**RFP #650-24-25**

**ADDENDUM NO. 3**

This addendum, issued December 4, 2025, becomes in its entirety a part of the Request for Proposals RFP #650-24-25 as is fully set forth herein:

**Item 1:** Q: Can you send me over the Payrolls that are broken out by Class Code? For example, Salesman, Clerical, and Housing, we offer a quote based on those Class Codes by payroll amounts.

**A:**

**1/1/2024 - 12/31/2024**

<b>951</b>	<b>SALESPERSON - OUTSIDE</b>	<b>\$ 680,053.36</b>
<b>953</b>	<b>OFFICE - Clerical</b>	<b>\$12,376,437.49</b>
<b>983</b>	<b>HOUSING AUTHORITY</b>	<b>\$ 8,368,193.52</b>

**Item 2:** Q: I didn't see what the Limits of Liability are on your Policy, for example: \$100,000/\$500,000, \$100,000

**A: Bodily Injured by Accident \$1,000,000 each accident  
Bodily Injured by Disease \$1,000,000 Policy Limit  
Bodily Injured by Disease \$1,000,000 each Employee**

**Item 3:** Q: One question a carrier posed after reviewing our submission was regarding the increase in payroll from last years policy of \$21.2M to \$39M listed as 2026 estimate in the RFP. We are going to work with exactly what the RFP requests for underwriting information. However, could there be a reason that I am overlooking for this increase?

**A: Offer's should submit their proposals in accordance with the information in Section II of the RFP.**

**Item 4:** Q: Is the current Broker being paid commission or is the workers compensation premium shown on policy net of commission?

**A: HACP does not currently engage with a broker.**

**Item 5:** Q: Will respondents be required to approach the marketplace in advance of December 12th RFP submission deadline or will the Broker selected be required to market the insurance placement for 1/1/26 once selected? Or is the plan for the Broker selected to become Broker of Record on the Synergy Comp policy effective 1/1/26?

**A:** HACP is expecting coverage to begin on 1/1/2026. Offerors should include in their proposal their approach to provide HACP the required coverage.

**Item 6:** Q: What fee is being paid to the Safety Management Group / SOS Consulting?

**A:** That is a right-to-know request; please contact HACP's Open Records Officer. Their information can be found on the HACP website [www.hacp.org](http://www.hacp.org).

**Item 7:** The due date, time, and location remain unchanged on December 12, 2025, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies, 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 8:** The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on December 12, 2025**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:  
<https://www.dropbox.com/request/5qhgucuWkL3FFeYRS5yW>

Sealed proposals may still be mailed via USPS, at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than December 12, 2025, at 10:00 a.m., regardless of the selected delivery mechanism.

**END OF ADDENDUM NO. 3**



Mr. Brandon Havranek  
Associate Director of Procurement/Contracting Officer

12/04/2025

Date