

Addendum 1

Issued: September 1, 2023

Request for Qualifications (RFQ)

For

Health, **Dental**, Vision, Life and Supplemental Insurance Broker

Submission Due: Friday, September 8, 2023, by 11:00 A.M.

Question 1:

- A) Due to the Labor Day holiday weekend, would the Housing Authority of Covington consider an electronic submission?

Answer 1:

- A) Unfortunately, No. You will need to submit the Request for Qualifications to:

Housing Authority of Covington

2300 Madison Avenue, Covington, KY 41014

Attention: Procurement Officer

- B) Please review Section V. for Proposal Submission Procedures and Requirements.
- C) The RFQ package can be personally delivered to 2300 Madison or sent by mail, Fed-Ex, UPS, etc. if received by 11:00 a.m. on September 8th. I understand some of you maybe on vacation but perhaps the RFQ package could be sent to a fellow staff member who can arrange delivery.

Question 2:

- A) Do you need specific policy information and pricing for the RFQ Submission.

Answer 2:

- A) No. The RFQ will be evaluated on technical qualifications. Please refer to Section VI. for Evaluation Criteria and the Selection Procedures.
- B) Please make sure you incorporate any information that will make your company stand out from the competition. Remember please keep the responses to the questions brief and to the point while still conveying the needed information.

Please note in your submission package that your company received Addendum 1.