



***ADDENDA
Request for Proposals (“RFP”) for
Insurance Brokerage Services
Updated as of March 05, 2025***

Addenda No. 1 - Issued on February 11, 2025

Amendment 1:

The second paragraph in Section 13.2.3 of the RFP titled “MWBE Scoring – 10 points” is amended to read as follows:

All proposals are eligible to receive up to five (5) percentage points if the Proposer’s Staffing Plan demonstrates that a majority of its staff are comprised of minority, women or disabled veterans.

Addenda No. 2 - Issued on February 24, 2025

Amendment 2:

The first paragraph in Section 11.2 of the RFP titled “Tab 2: Technical Proposal” is amended to read as follows:

This section of the RFP provides instructions to Proposers regarding information that is to be included in the Technical Proposal. The content in Tab 2 is limited to ten (10) letter-size pages, double spaced, minimum 12-point font, and at least one-inch margins. The ten-page limit in Tab 2 does not include resumes, references, organizational chart, etc. Proposal documents must be complete, factual and as detailed as necessary to allow the Agencies to adequately evaluate capabilities and experience for the insurance broker services required under the contract(s) awarded to the successful Proposer(s).

Addenda No. 3 - Issued on February 26, 2025

Amendment 3:



Homes and Community Renewal

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

In keeping with the Request for Proposal cover page and Section 5, this addendum modifies the due date for each milestone as follows:

1. Deadline for Responses to RFP Questions is extended to [Friday, February 28, 2025](#).
2. Deadline for Submission of Proposals is extended to [Friday, March 07, 2025, 12pm, EST](#).

This notice does not alter any other section of the RFP.

Addendum No. 4 - Issued on February 28, 2025

Amendment 4:

In keeping with the Request for Proposal cover page and Section 5, this addendum modifies the due date for each milestone as follows:

1. Deadline for Responses to RFP Questions is extended to [Tuesday, March 04, 2025](#).
2. Deadline for Submission of Proposals is extended to [Friday, March 11, 2025, 12pm, DST](#).

This notice does not alter any other section of the RFP.

Addendum No. 5 - Issued on March 04, 2025

Amendment 5:

In keeping with the Request for Proposal cover page and Section 5, this addendum modifies the due date for each milestone as follows:

1. Deadline for Submission of Proposals is extended to [Tuesday, March 11, 2025, 12pm, DST](#).

This notice does not alter any other section of the RFP.

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