

**INSURANCE BROKERAGE SERVICES RFP  
QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION**

1. Please provide a summary of the current insurance carriers, premiums and loss experience for the Entities.
  - ***This information is not necessary to respond to the RFP and consequently, will not be provided.***
  
2. Are out of state MBE/WBE/DBE firms allowed to participate on their own with respect to the captioned RFP?
  - ***Yes, but please provide the certification that evidences you are a registered MBE/WBE/DBE firm with another state.***
  
3. If proposers are required to utilize MBE/WBE/DBE firms, is there a specific percentage required by PHDC?
  - ***Proposers are encouraged to utilize a MBE/WBE/DBE firm as a subcontractor.***
  
4. Does the broker have to maintain an office in Pennsylvania?
  - ***No, the broker does not have to maintain an office in Pennsylvania. Please note in-person meetings in Philadelphia are required a few times a year for each Entity and travel expenses will not be reimbursed by any of the Entities.***
  
5. Do you have a questionnaire or response format?
  - ***No.***
  
6. PHDC received a set of questions from a prospective respondent that was submitted after the deadline.
  - ***Because the questions were submitted untimely, no responses will be provided for those questions.***