



ADDENDUM 7

To: All companies interested in submitting a Proposal
Proposal: # PUR0615-247 Insurance Consultant Services
From: Judy Lehman, Manager, Cedar Rapids Purchasing Services Division
Subject: Addendum No. 7 (3 pages)
Date: January 21, 2016

The following information was requested by a prospective proposer.

1. About how many hours of risk management or professional safety support did the current consultant provide during an average year?
Response: The number of hours is not tracked.
2. About how many hours of risk management or professional safety support do you anticipate requiring on an average year during the current contract period?
Response: RFP should assume risk management and loss control for all other risks and lines of insurance. Employee safety support is not included in this RFP. It is anticipated that the consultant will provide a proposal for the number of hours.
3. Are you provided a RMIS system? If so, do you actively use the system and if so for what purposes? Is there any added cost?
Response: A RMIS system is not currently provided.
4. Is OSHA 10 or 30 hour training provided by consultant as part of this contract? Would that service be of value to the Risk Management department?
Response: Employee safety support and training is not included in this RFP. The service would be of value but is not currently requested.
5. Are there any particular safety services that the Risk Management department would like to have included?
Response: Employee safety service recommendations may be provided in the consultant's response to the RFP, however, employee safety support and training is not requested in this RFP.
6. What are the key goals for the Risk Management department in the next 1-5 years?
Response: The key goals include RMIS system and updated Risk Management Policies

Claims Support:

7. About how many hours of claims consultation or professional claims support did the current consultant provide during an average year?

Response: The number of hours is not tracked.

8. About how many hours or claims consultation of professional claims support do you anticipate requiring on an average year during the current contract period?

Response: The number of hours is not tracked.

9. Are there any specific services that you are particularly interested in receiving?

Response: Service recommendations may be included in the response to this RFP.

Insurance Placement:

10. Please provide a copy of the marketing report (markets approached and outcomes) for the most recent insurance renewal cycle.

Response: See Addendum 2, Attachment C regarding the property program overview and attached diagram of markets approached.

11. Are the Selective Insurance flood insurance policies placed by consultant within the scope of this agreement?

Response: NFIP placement is provided by the current consultant

Compensation:

12. Are the Consulting Fees billed at a separate time of year from the insurance placement fees? If so, when?

Response: Please see the agreement previously provided.

13. Will the award be made based upon the combined value of the consulting fee and insurance placement fee proposal or is there the possibility of the award being split?

Response: The scope of work includes acting as the City's risk management consultant and agent of record for insurance services. The responses to the RFP will assist the City in determining up front who is best equipped to partner with the City and provide the most cost effective risk management services overall.

14. Are any P&C policies allowed to be placed with commission? If so, which ones?

Response: The response to this RFP is anticipated to address options.

Quality Indicators:

15. What current quality indicators are in use or what KPIs are utilized to measure risk, broker and insurance carrier performance. If there is a score card or matrix we would appreciate the most recent report.

Response: No report is available.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page Form. The deadline to submit sealed proposals is: **Tuesday, February 9, 2016 before 3:00 pm CST** at the Office of the City Clerk.