



ADDENDUM 8

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. 8 (1 page)
Date: January 21, 2016

The following information was requested by a prospective proposer.

1. Please provide a complete description of the current safety and loss control programs the City has now. Will you be looking for the agency to improve or compliment it and or work with a third party? How many hours are anticipated?

Response: The City is not requesting employee safety program consulting under this RFP. The City is looking for the consultant to assist in the improvement and development of a loss control program for all other risks.

2. How are claims currently handled by the City? How many in-person claim meetings are anticipated per year, and how many telephonic?

Response: Claims are currently handled in-house with the use of a third-party appraiser for automobile liability damages and a third-party loss adjusting firm for claims handling. It is anticipated that the consultant will address claims meetings in the proposal.

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.