

September 22, 2022

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
Insurance Broker Services**

**ADDENDUM NO. # 1**

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

**Acknowledgment of RFQ Addendum:** The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal. Only this page should be attached to the submittal.

Suzanne Thomas  
Procurement Officer  
ALCOSAN

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Consultant Acknowledgement

\_\_\_\_\_  
Date

September 22, 2022

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
Insurance Broker Services**

**ADDENDUM NO. # 1**

**DRAWINGS/FORMS**

1.

**QUESTIONS AND ANSWERS**

The following Questions have been submitted under this procurement.

1. Current casualty insurance structure including carrier, limits, retentions and premium if available.
  - a. *Casualty Placements are written on a guaranteed cost basis – no retention.*
  - b. *Zurich is the carrier for the primary general liability (1M/3M), automobile (1M), public officials (1M), pollution (5M/5M), and umbrella (15M – scheduling general liability, auto, and public officials).*
  - c. *HARIE is the Workers' Compensation carrier with employer's liability limit of 1M/1M/1M.*
2. Is the consultant also acting as broker at current?
  - a. *No.*
3. Any issues with current carrier or coverages?
  - a. *The question is not relevant to this procurement.*
4. How are you arriving at the values of your property and what are the values?
  - a. *The values are derived from Valuation Engineers report.*
5. Do you have any risk engineering reports for the property?
  - a. *No*
6. Can you provide 5-10 years of loss information?
  - a. *This information will be provided to the shortlisted firms.*
7. Can you share premium? This will help identify some markets.
  - a. *The purpose of this procurement is to develop premiums in the current market. The premiums the Authority pays currently do not impact this procurement.*
8. Please Provide us with a schedule of Insurance of your current Coverages, Including SIR's/Deductibles, Limits. Carriers, and Premiums
  - a. *Please review the ALCOSAN website ([www.alcosan.org](http://www.alcosan.org)) for this information.*
9. Please Provide Your Current Loss History Including Incurred, Closed, and Open Claims
  - a. *This information will be provided to the shortlisted firms.*

10. Please Provide your Schedule of Values including Property Limits, Property Values, Number of Employees and Number of Autos, Etc.
  - a. *This information will be provided to the shortlisted firms.*
11. Please provide your Program Schematics for the Last Three Years
  - a. *Please review the ALCOSAN website ([www.alcosan.org](http://www.alcosan.org)) for this information.*
12. What are the Primary Concerns of ALCOSAN's Risk Management Team
  - a. *Please explain the relevance of this question.*
13. What task consume the great amount of ALCOSAN's time, Claims, Handling Insurance Renewals, Insurance Contracts, Etc.
  - a. *Please explain the relevance of this question.*
14. Does ALCOSAN have an in-House Claims Manager, Safety Manager, Etc.
  - a. *Yes*
15. Is there a designated Panel of Attorney Firms ALCOSAN uses?
  - a. *Yes*
16. Does ALCOSAN Engage Independent Contractors?
  - a. *Yes*
17. Does ALCOSAN Have On-Going Construction Projects?
  - a. *Please review the ALCOSAN website ([www.alcosan.org](http://www.alcosan.org)) for information on projects.*
18. Please provide your Current Broker's/Agents?
  - a. *Please review the ALCOSAN website ([www.alcosan.org](http://www.alcosan.org)) for this information.*
19. What type of Services does your Current Broker's/Agents provide, IE, Quarterly Claims Meetings, Loss Control Services, Stewardship Reports, Risk Management Systems, Etc.
  - a. *All of the above.*
20. Is Your Current Broker's/Agents compensated Fee Only, Fee Plus Commission or Commission only
  - a. *Commission only.*
21. What is Assured Partners' role during the process before, during, and after coverage is placed?
  - a. *They are a consultant to ALCOSAN.*
22. Is the Authority looking for a high retention program or guaranteed cost program? If a high retention program, do they currently process the claims in-house or do they use a Third Party Administrator (TPA)?
  - a. *Guaranteed cost program*
23. Is the Authority looking for risk control services as a part of this program? What type of services do they currently use?
  - a. *This is not relevant to this procurement at this time.*