



city of  
**FORESTPARK**

**CITY OF FOREST PARK  
PROPERTY & LIABILITY  
INSURANCE BROKERAGE SERVICES**

**ADDENDUM 1  
ISSUED JANUARY 31, 2024  
RFQ NO. 12292023**

*Acknowledgement of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFQ.***

1. Who will sit on the committee to review bids and make the decision?

**Answer: The City will have a review committee comprised of City Staff as the review committee.**

2. Is the Subcontractor affidavit form (2b) required if there is no subcontractor performing services

**Answer: The Local, Small Business and Diversity Program require each proponent to put forth a good faith effort. There is a form in the LSBDD section that identifies various methods you may select that identifies what efforts a proponent can initiate. All forms must be signed and acknowledged.**

3. What aspect of your current program would you like to see improve?

**Answer: Within any organization, there is always an opportunity to improve. With a new administration, and a heightened look at all levels of services that are brought to the City, we wanted to ensure that we are getting the best bang for our tax dollars.**

4. What type of risk management program is the current broker providing?

**Answer: The current broker provides a risk management representative to attend the Accident/Safety Review Meetings which are held every month. We would like to see this enhanced with ongoing engagement, training, etc. The broker does provide Claims Administration, analysis to assist in loss reduction, compilation of underwriting information and coverage placement and also coordinates with the City's carrier, Mineral and Worker's compensation cost control and disability mgmt..**

5. Can you please provide 5-year loss runs for the city?

**Answer: Please see attached Loss Summary**

6. Can you please provide a copy of the proposal and broker fees for the current policy?

**Answer: Premium Summary Attached**

7. Are there any online educational programs currently in place?

**Answer: Mineral Platform: Safety, Harassment , Compliance & Legal, Workplace Safety, Human Resources, Computer & IT, Customer Service, Prof. Dev., Pandemic Response, Diversity, Equity, Inclusion & Belonging**

8. Does the proposal need to be 100% fee based, or is a combination of fees and commission, or 100% commission acceptable?

**Answer: At current it is a combination, please reference the attached premium summary.**

9. The RFQ has multiple questions regarding references and also form to fill out for references... would you like us to answer all of them, use just the form or something else?

**Answer: Each proponent has the opportunity to expound on the projects they have selected for reference checks. The Procurement Division reviews all standard forms for its completeness. The reference form referred to in your question, is utilized by the Procurement Division for follow up. The evaluation committee does the in-depth analysis of your proposal and scores it.**

10. As there is a current Property and Liability RFP, has the city given any credence or thought to consulting firms that can handle both benefits and P&C? Perhaps discounting commissions with both in lines of business?

**Answer: We are open to the discussion. When providing the response, please provide what this would look like for your firm if awarded both.**

11. Call center capacity for 10,000 calls is mentioned in the RFP as a requirement.
- How did the city arrive at the capacity number to be 10,000 calls?
  - Can the city share 2023 statistics on volume, duration, abandonment, et al.?
  - Is this currently a third party or something new the city wants?

**Answer: in providing your response, we just want assurance that as employees contact the call center, you have shown where calls will be answered and responded to in a timely fashion. We will judge based upon your ability to ensure that the call center function works, not solely based upon volume.**

12. What are the renewal dates for benefits products within the RFQ?

**Answer:**  
July 1, 2024

13. What triggered this RFQ? Standard practices every X years or something else?

**Answer: The services had not been bid out for a number of years. With a new administration, we wanted to have the opportunity to ensure that the service was still competitive.**

14. Are there any pain points in your current service model/with your current consultant/brokerage?

**Answer: The purpose of this solicitation was not because of pain points, we owe to our community to bid out services to ensure we are getting the best price.**

15. Is the city willing to share claims, census, and other data points for the purpose of RFQ response?

**Answer: The information is provided with the Loss Summary. That is all we are providing at this time.**

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SIGNATURE

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COMPANY NAME

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TITLE

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DATE