



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING SECTION**

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<http://sedgwickcountv.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL
#17-0105
RISK MANAGEMENT CONSULTING SERVICES
Addendum #1**

January 11, 2018

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal request for Ambulances.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. Are you seeking a “consultant” or a “broker/agent” in this RFP?

Answer: We are seeking a vendor who can provide both consulting services and act as a third party administrator. No brokerage services are being requested.

2. Is there a preference for a local or Kansas based firm?

Answer: Sedgwick County does not have a local preference policy.

3. Please refer to Section V. Scope of Service, can you clarify the last bullet point that states: “Pays for the financial loss caused by risk factors from established self-insurance plans or through the purchase of insurance”?

Answer: For clarification the statement is amended as follows: “Coordinates the payment of the financial loss from established self-insurance plans or through the purchase of insurance.”

4. How many on-site meetings and work at county facilities would you anticipate?

Answer: We would anticipate that quarterly meetings will suffice. There may be a need for more frequent meetings at the beginning of the contract period.

5. Are you looking for insurance brokerage services (insurance agent/producer services) or for a third party claim administrator (TPA)?

Answer: We are seeking a vendor who can provide both consulting services and act as a third party administrator. No brokerage services are being requested.

6. Will you provide the current list of insurance carriers and the current policy expiration dates?

Answer: Please see the attached table.

7. Please clarify your expectations, or what is currently being provided, as far as number of hours and services in the areas of loss control and claims mitigation?

Answer: We have had a full time Safety Coordinator who was responsible for the county's Safety Program. However the overall program lacks depth. Therefore, very little time, maybe 10 - 15 hours per week is dedicated to loss control and claims mitigation. The County's expectation in this area would be that this would be part of the Enterprise Risk Management. The successful bidder would not be required to establish a Safety Program however.

8. Please refer to Section VIII. Required Response Content, are you referencing how much assistance we would need for risk management service meetings, or are you referring to how much we would be asking of you with application preparations and miscellaneous paperwork? Please clarify.

Answer: As a consultant, we would anticipate the need for assistance with application preparation and general guidance on claims processing. As far as meetings go, we would anticipate quarterly meetings would be sufficient.

9. Will you provide an outline of how your current program is structured in terms of Limits, Exposures and Retentions?

Answer: Sedgwick County is completely self-insured for our Sirens, Fleet Physical Damage (with the exception of Fire vehicles with total values of \$100,000.00 or more), Fleet Liability, EMS Professional Liability, and Money and Securities. The county has been self-insured on these lines for many years. We purchase limited insurance restricted to the lines of coverage listed in the attachment to the Request for Proposal. We currently have a \$750,000.00 retention on our Excess Workers Compensation insurance and deductibles of \$250,000.00 for wind/hail and \$100,000.00 on all other perils on our Property insurance. The county has maintained a high retention on the Excess Workers Compensation and high deductibles on the Property insurance for many years. Currently, our property values exceed \$600 million, and we have over 300 buildings/structures listed in our property schedule.

10. Why is the county issuing an RFP in 2018 when the 2015 RFP for Risk Management Services was a five year contract?

Answer: The 2015 RFP you reference (RFP #15-0082) was for Property/Casualty Insurance Agent Services. This RFP is seeking Consulting Services for Risk and how to address those risks.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 p.m. CST, Tuesday, January 16, 2018**. Late proposals will not be accepted and will not receive consideration for final award.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE

Joseph Thomas

Joe Thomas, CPSM, C.P.M.
Purchasing Director

2018 INSURANCE COVERAGE-- RISK MANAGEMENT

Coverage Information	Insurance Carrier	Policy Expiration Date
1) Property Insurance	Alliant - Public Entity Property Insurance Program (PEPIP)	7/1/2018
2) Boiler & Machinery	Included in PEPIP	
3) Roads & Bridges	Included in PEPIP	
4) Sirens	Self-Insured	
5) Underground Storage Tanks	Great American Alliance - Kansas Underground Storage Tank liability Plan	4/29/2018
6) Fleet Liability	Self-Insured	
7) Fire Fleet Physical Damage	Included in PEPIP	
8) EMS Professional Liability	Self-Insured	
9) Crime	Travelers	1/1/2019
10) Money & Securities	Self-Insured	
11) Public Official Bonds	Travelers	1/8/2019
12) Insurance Agent Fee	N/A	
13) Excess Workers Compensation	Midwest Employers Casualty	1/1/2019
14) COMCARE -Professional Liability	Zurich	1/1/2019
15) Comcare - Professional Liability – Doctors	KaMMCO	1/1/2019
16) Regional Forensic Science Center - Professional Liability - Doctors	KaMMCO	1/1/2019
17) EMS - Professional Liability – Doctor	KaMMCO	1/1/2019
18) Health Dept -Professional Liability	Ironshore	12/31/2018
19) Aircraft Hull & Liability	Endurance	1/1/2019