



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

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**REQUEST FOR PROPOSAL  
#17-0105  
RISK MANAGEMENT CONSULTING SERVICES  
Addendum #2**

January 12, 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 Risk Management Consulting Services.

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

**1. The original RFP states that “Proposers shall: Not be affiliated with any third-party administrative agency,” yet the Addendum states “We are seeking a vendor who can provide both consulting services and act as a third-party administrator.” As we are reading this, the two contradict each other. Would you please provide clarification and your definition of “act as a third-party administrator?”**

*Answer: We are seeking a vendor to manage general liability, vehicle claims and coordinate payment of claims as directed by Sedgwick County Counselor’s Office.*

*Please refer to Section VII. Proposal Terms – B. Minimum Firm Qualifications and change Item #6 to read as follows:*

*6. Not affiliated with any insurance company or provider network.*

*Please refer to Section VIII. Required Response Content and change item #8 to read as follows:*

*8. A disclosure of any personal or financial connection to any insurance company or provider network.*

**2. Please reference question #7 in the first addendum. Is Sedgwick County requesting 10-15 hours of risk control and claims mitigation services from the successful bidder? Your answer states that the “successful bidder would not be required to establish a Safety Program.” The scope of services also states, “design safety and loss prevention programs.” Would the successful bidder: 1) oversee risk control services and claims mitigation or 2) provide actual services onsite? We need additional clarification regarding both risk control and claims mitigation services in order to respond.**

*Answer: Since the county is interested in all options regarding safety, we ask that you provide in your proposal response all offerings related to safety, which can include: establishing a safety program, designing a safety program, loss prevention programs, risk control services, claims mitigation, etc.*

*Proposals are designed for each responder to showcase their offerings and allow the county to review and decide what options are available from each responder.*

*However, the county is not committed to any one approach regarding a safety program or even if that will be assigned to an outside vendor. Any decisions made by the county will be based on information provided during this process.*

**3. The first addendum has clarified that this RFP does not replace the services in RFP #15-0082 (Property/Casualty Insurance Agent Services), however, the scope of services appears to contradict broker/agent services versus risk management consulting services—both RFPs ask for many of the same services. Could you please clarify?**

*Answer: In an effort to provide clarification, RFP 15-0082, paragraph B. Account Services list twelve items. We will address each of those items and believe that it will provide the clarification you are requesting, First, we will list the original 12 items and then our 12 responses.*

***Original Account Services items:***

- 1. Initiate and maintain a participatory relationship with the County Risk Manager and the various insurance company underwriters and claim personnel.*
- 2. Ensure that insurance coverage is placed with financially responsible insurers (rated A or better) admitted to do business in the State of Kansas, unless otherwise approved.*
- 3. Prepare insurance applications, compile and format support information needed and requested by insurance company underwriters. Compile and maintain historical underwriting information. Obtain insurance market coverage options and premium quotes. Present market coverage options and premium quotes to the Risk Manager at least 30 business days before the requested coverage date. Presentations will include an outline of insurance policy (endorsement) coverage and exclusions and a summary report of all marketing activity. When authorized, bind coverage and provide the Risk Manager with hardcopy policies.*
- 4. Review and assure the accuracy of each policy, binder, certificate, endorsement or other document received from insurers, and obtain revisions of such documents as needed.*
- 5. Verify accuracy of all rates and premiums charged and provide written verification to the Risk Manager.*

6. *Promptly submit the original copy of all policies and endorsements to the County Risk Manager no later than 30 business days after the requested coverage date.*
7. *Continually monitor the County's operations and loss exposures and recommend any appropriate coverage enhancements or changes that will reduce costs for the County's risk and insurance program. Analyze and make recommendations on new and existing risk exposures. Analyze and make recommendations on County insurance and risk financing programs for existing exposures. Notify the Risk Manager of any local, State, or Federal legislative activity or any insurance industry activity or changes that might impact the County's operation. Provide loss run reports on an annual basis to the Risk Manager.*
8. *Provide or coordinate risk control services required by the various insurance companies. Assist the County in obtaining additional such services, as requested by the county, in cooperation with the county's Risk Manager and Safety Officer. These services are to include loss prevention services such as operations and premises inspections, recommendations, training and assistance in the design of specialized programs.*
9. *Issue, record, and track insurance certificates and endorsements as requested by the County. Insurance Certificates are to be issued only with the approval of the County Risk Management Department.*
10. *Assist the County in the adjustment and settlement of losses. If any alternate financing program is selected, assist the county in obtaining claim investigation and adjustment services. Protect the County's interests in claim actions involving the insurance and risk financing programs.*
11. *Be available to meet monthly and other times as requested, with Risk Management or other authorized County personnel.*
12. *On September 1<sup>st</sup> or before of each year, during the contract period, submit a written report stating:*
  - a. *Anticipated renewal markets, terms and conditions and other indications of market conditions, trends and anticipated changes.*
  - b. *Identify problem areas such as claim handling, loss control, safety hazards, etc.*
  - c. *Recommendations and cost implications for improved program design.*
  - d. *Summary of services performed and planned changes for the next contract year.*
  - e. *A report summarizing premiums paid and claim activity for each insurance policy. This report should contain a minimum of 3 years of experience.*

***Clarification of current request compared to the above items:***

1. *I would expect that the consultant would maintain a "participatory relationship" with the County's Insurance Agent as it would with the Risk Manager.*
2. *Remains a function of the Insurance Agent.*
3. *Remains a function of the Insurance Agent.*
4. *Policy review would be part of the "participatory relationship with the County's Insurance Agent.*
5. *This would also be part of the "participatory relationship with the County's Insurance Agent and written verification would be provided to the County's Contract Administrator.*
6. *This would remain a function of the Insurance Agent, but copies would be provided to the consultant and the County's Contract Administrator.*
7. *This would be part of the "participatory relationship with the County's Insurance Agent.*
8. *This would be part of the "participatory relationship with the County's Insurance Agent.*

9. *Remains a function of the Insurance Agent*
10. *Remains a function of the Insurance Agent.*
11. *Consultant would be available to attend meetings with County's Insurance Agent and County Contract Administrator.*
12. *County's Insurance Agent would submit this report to consultant and County Contract Administrator.*

**4. While the County does not allow conversation during RFP process, we believe we could respond better if we could have dialogue with your team to truly understand expectations. We greatly respect your process, but is this ever a possibility?**

*Answer: The evaluation committee will review the submitted proposals and then may decide to request presentations from all or selected shortlisted responders.*

**5. Due to the late release of these addenda, we are changing the due date for this proposal to 1:45 p.m. CST, Tuesday, January 23, 2018.**

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 p.m. CST, (new date) Tuesday, January 23, 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*

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