



ADDENDUM NO. 1

DATE: March 23, 2023
ITB: **RFP 23-48AW Insurance Brokerage Services**
DATE ISSUED: February 21, 2023
BID DUE: **April 4, 2023 at 10:00 AM EST**
SUBJECT: **To Provide Answer to Questions Received**

Ladies/Gentlemen:

Addendum #1 is being issued to provide answers to questions received.

1. **Question:** I am interested in the Insurance Agent/Broker Services. Is this offering life, or other insurance products? Are you looking for investment opportunities for the staff?

Answer: No, but thank you.

2. **Question:** Flood policies automatically include commission. Are the commissions on these policies credited against the fixed fee or are they in addition?

Answer: They are in addition.

3. **Question:** Are new placements made after the contract date included in the existing income/fixed fee?

Answer: Upon a new contract all placements will be included in the agreed upon fee.

4. **Question:** Is it the intention to leave the current placements that are handled by Chesterfield Insurers and London & Norfolk with those agencies?

Answer: Yes.

5. **Question:** Is the current broker on a fee and or commission?

Answer: Fee and commission

6. **Question:** If commission, which lines of coverage do they receive commission on?

Answer: Flood only.

7. **Question:** Who is your current TPA?

Answer: PMA Management Corp – Workers Compensation

8. **Question:** Does your current brokers provide TPA oversight?

Answer: No.



9. **Question:** Can you explain the City of Hampton Business Prof. License Tax No?

Answer: If your business is not located in the City of Hampton and you do not have a City of Hampton business license, then you may submit a copy of your local city business license with your proposal.

10. **Question:** Would there be any consideration to consolidation some of the City's and Schools policies to gain efficiencies?

Answer: Yes.

11. **Question:** Describe some of the Training your current broker is providing?

Answer: Overview of filing loss claims, changes in coverage policies, loss control services provided by carriers.

12. **Question:** Describe some of the Safety & Loss Control your current broker is providing?

Answer: No safety, but we would like to receive loss control information that would help to reduce claims. This could be from carriers, best practices, etc.

13. **Question:** What is the decision for awarding a broker timeline?

Answer: Decisions will be made using the Proposal Submittal Requirements in the RFP.

14. **Question:** What are the current fees paid to the broker?

Answer: \$41,000 annually

15. **Question:** Are there any current service issues with your incumbent insurers?

Answer: No.

16. **Question:** Are you able to provide a 5 years loss history or provide any notes on critical/large claims in your history?

Answer: For property, we've had a very limited number of claims that exceeded \$100,000. Two within the last five years.

17. **Question:** Are analytics used by the incumbent broker and City of Hampton in setting retentions and deductibles?

Answer: I am not sure.

18. **Question:** Do you utilize a RMIS platform? If so, which one?

Answer: Yes. ClearRisk.

19. Question: What is the average number of contracts that need review each week?

Answer: 10 or less on average.

20. Question: What loss control services are you currently receiving? Are there any loss control areas in particular that you would like to ramp up?

Answer: We are receiving limited loss control services to none. We would like to ramp up driver safety, workplace safety, facility loss control, and are open to any information provided that will help to reduce claims for the City and Hampton City Schools.

21. Question: Do you have a safety committee? If yes, how often do you meet?

Answer: Yes, we have two safety committees that meet monthly.

22. Question: Does the city have any large construction or capital improvement projects in the 5 years plan?

Answer: Yes.

23. Question: What are the City of Hampton's top concerns within its current program and or goals for its program for the next two years?

Answer: Concerns: Limited loss control options, seeking meetings and discussions on policies and coverages to identify gaps and duplicate coverage and ensuring that the polices meet the City and School's needs.

Our goals are to ensure coverage gaps are identified and remedied, identification and guidance in ensuring duplicate coverage is monitored to reduce premium cost. We are in the process of building a safety management system that encompasses safety, loss controls, identifying exposures, coverage options to reduce our risk, etc. modeling our programs and system using Enterprise Risk Management.

Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation to Bid or your Bid may not be considered.

All other terms and conditions much remain the same.

For the City of Hampton

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