

LARAMIE COUNTY COMMUNITY COLLEGE
1400 East College Drive, Cheyenne WY 82007

ADDENDUM NO. 1 and 2

RFP No.: RFP-16090
Description: Property and Liability Insurance and Broker Services
Addenda Date: December 18, 2015

NOTE: Receipt of this Addendum must be acknowledged via this written instrument known as Addendum No. 1 and 2 and submitted with your Proposal. NO EXCEPTIONS.

Participants are hereby notified that the aforementioned RFP has been revised and supplemented in accordance with this certain Addendum. Where provisions of this Addendum differ from those of the original RFP, this Addendum shall govern and take precedence. Applicants shall make all necessary adjustments to their proposal submittals for revisions defined per this Addendum. This Addendum is hereby incorporated by reference and made a part of and condition of RFP-16090.

SCOPE OF ADDENDUM

To all prospective bidders, please see the following Addendums and the attached Exhibit B missing from the original RFP. Please see below the summary of changes incorporated by Addendum No. 1 and 2.

Summary of Changes:

Addendum 1 – RFP Receipt Acknowledgement Waiver

The Acknowledgement of Receipt requested in the RFP is waived by email from Jamie Spezzano, stating:

In Section Three, Article 2, the RFP states that we are to receive an acknowledgement of the RFP within 5 days. This section was intended to be omitted from the RFP. We appreciate those that have acknowledged receipt of the RFP but it is not a requirement of the RFP. We apologize for any inconvenience.

Addendum 2 – Participant Questions and LCCC's Response

1. Section Four, 3.2.2 B. Administration, 8. (page 17) – please expand on what LCCC is looking for in the creation and maintenance of an underwriting database. We need more information to determine the work that may be involved with this requirement.

Underwriting data is what the markets need to provide the best program offering possible. This documentation is to be established in a sharable format that allows both parties to collaborate in keeping it updated.

2. Section Five, Item 3, Proposal Checklist 3.1 (page 26)– LCCC Proposal Form – LCCC required the following items must be completed and shall accompany the bid as defined in RFP SECTION FIVE, paragraph 1, Items 1.4., 1.5 & 1.6: LCCC PROPOSAL Form, as outlined in pages **24-27** and LCCC’s Proposal No. RFP 16090, **pages 22 thru 25** inclusive. Page 22 starts at the top with 9.5 through 25, which includes SECTION FIVE, pages 24-27. Please explain how and where you would like for us to include this information in our response. We will already be responding according to the proposal format and tabs as required. Are you looking for us to copy the pages 24-27 and pages 22 thru 25 and to include them in the Appendices?

The " Proposal Form" is defined in 1.5 and this is to be provided in the participant response using tabs 1 - 12. This format is to include the question or request from the RFP and your response. Tab 12 is to include the signature page and the addendum page as provided in 2.12 and 5.1, respectively.

3. Section Three, Item 10.3 (page 10), refers to an Attachment B. No Attachment B was provided. No limits are defined in Section Five, paragraph 4, Item 4.2 as it refers to Attachment B.

See attached Exhibit B.

4. Our legal and risk management departments are reviewing the RFP items including Attachment A, Broker Service Agreement and Attachment B when released. Is it acceptable for us to comment on the RFP items and to request changes to the Broker Service Agreement in our response?

This is not only acceptable, but is requested to be included under Tab 11.

5. Section 5, Item 2.4 in the Proposal Tabs section requests we highlight how our agency affords or facilitates assistance in the areas of claims, loss control and safety. Please answer the following questions to allow us to best formulate our answer.

- a. Does LCCC employ a full time Risk Manager?

No

- b. Does LCCC have any internal written programs regarding Safety & Claims Management?

Components of these are built into the Employee Handbook and other procedure guides. Information on claims and risk control service capabilities are being requested of the broker.

6. On page 4 of the REP the currently insured numbers were provided. Please answer the following questions to allow us to best formulate our answer.
- a. Does LCCC utilize any internal departments or have special software to assist in the calculations of Building Valuations and Loss of Business Income evaluations.

No, insurance carriers and our brokers have provided "spot cost" estimations and other valuation assistance and we have actual costs for renovations and new construction to gauge our cost valuation process.

7. Section 5, Item 2.3 asks us to provide a list of the markets we would seek. It has been my experience that we would not be assigned incumbent markets. Please answer the following questions to allow us to best formulate our answer.

- a. Will you provide, by coverage item listed on page 4 of the RFP, which market currently writes which line of coverage?

Since we are interested in knowing your perception of the best markets in this public entity/higher education space, we don't want current markets to influence your response. No information on incumbent carriers is being released at this time. This said, any indication of an incumbent market in your list of market preferences will be subsequently removed by us in your prioritization of markets.

As this is a broker selection phase and it has not been completed, the incumbent would only be assigned if their advancement is granted in this phase and their prioritization justifies this. If there is a tie in the identification of the incumbent markets between the incumbent broker and another participant both selected to advance into phase two, then the tie would be decided in the incumbent's favor, most likely.

- b. Does LCCC utilize or own 15 passenger vans or vehicles designed to carry 14-15 passengers? If so, please comment on the following?

- i. 15 passenger van or vehicle driver certification program

We do have driver training for drivers of motor coaches. We do not use 15 passenger vans to transport people as all passenger bench seats have been removed and these vehicles are used only for maintenance purposes.

ii. Does the vehicle cross state lines

Yes the motor coaches do cross state lines.

Please contact Jamie Spezzano, Director, Contracting & Purchasing at (307) 778-1280 with any questions regarding this addendum.

A written statement enclosed with the bid/quote stating that this addendum has been received must acknowledge receipt of this addendum. Please see RFP for instructions.

This Addendum consists of a total of four (4) pages and must be signed and submitted with your Proposal/bid.

Authorized Signature for Company

Name of Company