



ADDENDUM #1
Administrative Services – Risk Management
Brokerage & Risk Management Services
RFP # 7035-19

April 23, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7035-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: How many employees work in the County’s Risk Management department? Can you describe their job titles and roles?

ANSWER: The Risk Management team includes four full- time and one part-time employee.

Risk Manager

Risk Analyst- Contracts, Housing Authority

Risk Analyst- Property/Casualty Adjuster

Risk Analyst- Workers’ Compensation Adjuster

Risk Specialist- Admin assistance

2. Question: Has the County considered bifurcating the RFP’s scope of services by hiring an independent risk management consultant and an insurance broker? Will the County consider such a proposal?

ANSWER: No.

3. Question: Who is the County’s current broker?

ANSWER: Gallagher

4. Question: Historically, how often does the County market its insurance program to carriers?

ANSWER: Every few years as needed.

5. Question: Where is the auto insurance, Directors and Officers, and Professional Liability Insurance placed?

ANSWER: Auto, Directors and Officers and Professional Liability are under our Public Entity Liability policy.

6. Question: Does Boulder County currently have any pain points within their current program that they are looking to address in 2019?

ANSWER: Boulder County has high expectations of our Broker relationship. Our daily operation expectations include timely and knowledgeable responses to questions, certificate requests, and any other requests that we submit. While our expectations for marketing and other renewal activities is to start the process early and have proposals early so that Risk staff has sufficient time to review and obtain additional information before presenting to the Board and make any changes necessary.

7. Question: How long have you had the current Broker relationship?

ANSWER: Five years

8. Question: Please confirm the Excess Workers Compensation Premium, as depicted within the RFP at \$10,507 is correct?

ANSWER: No, the correct premium is \$86,984.

9. Question: Please confirm the Contractors Pollution Liability Premium, as depicted within the RFP at \$2,101 is correct?

ANSWER: Yes

10. Question: Please provide the Schedule of Values (SOV) / or the Total Insured Values (TIV).

ANSWER: TIV is \$360,869,987

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on April 29, 2019.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7035-19** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 7035-19**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Information Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

April 23, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7035-19, Brokerage & Risk Management Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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