



RFP 680-15P Insurance Broker

Addendum 001
Issued
November 24, 2015

Below are the questions we have received from various parties with respect to this Request for Proposal, along with our response (indicated in red font). Although we have endeavored to remove duplicate questions, we have presented the questions below in an unedited format. We hope this is helpful to you in preparing your proposal. Please remember that quotes are due by 2:00pm Mountain Time on 12/02/15. This addendum is number 001. Please follow the submittal instructions carefully when submitting your proposal. CMC is not able to accept a late submittal. Remember to allow a few extra minutes for any technical difficulties.

1. Is the current program on fee or commission or combination of both? Will you share the current fee or compensation?

Current arrangement is on a commission basis, but we wish to move to a fee basis so current compensation amount is not relevant to our RFP.

2. What type and hours of risk control services is CMC utilizing? Are they broker or carrier directed?

Current risk control hours from the broker are minimal, but have included joining Risk Management Advisory Council meeting via teleconference (generally up to 2 hours long and scheduled to occur 4 times per year). Site visits have been only occasionally. Please include in your proposal what you believe is reasonable based on your experience with similar accounts.

3. What type and hours of Claims Services is CMC utilizing? Are they broker or carrier directed?

Our claim volume is relatively low. We review open claims via teleconference on a quarterly basis. We generally have the broker submit non-work comp claims on our behalf, then we work directly with the adjuster throughout the entire claim process. Broker is expected to monitor claims and assist and advocate for CMC where necessary. We submit all work comp claims directly to Pinnacle.

4. Does CMC utilize a RMIS system? Or have interest in one going forward?

We do not use a RMIS as our low volume of claims would not make this practical. We may research a vendor for a COI management product in the future. We have yet to determine if this would be an efficiency gain over our current internal processing and would welcome your expert opinion in this area.

5. Is CMC utilizing any analytical services?

No, we are not currently utilizing analytical services.

6. How often does CMC meet with the broker?

We generally have the following annual meetings with our broker: Quarterly claim reviews / open items meetings, annual stewardship / pre-renewal strategy meeting, and insurance proposal meetings. Other informal meetings may occur from time to time or as necessary.

7. Does CMC desire more or less or same?

Same unless we are made aware of a reason to make a change.

8. Are there specific education or training needs for other CMC staff the College requires of the broker?

Nothing specific required. Please include details of any online or other resources that are available to your clients that we may be interested in.

9. Are there new programs or coverages CMC is considering or would like to have specifically addressed in the response?

At this time we are not contemplating any new coverages. However we would expect the broker to make recommendations they feel would improve our program.

10. Who is a part of the selection committee?

The selection committee will be comprised of interested CMC personnel and those directly involved with the service requested. At a minimum the committee will include our Vice President of Fiscal Affairs (CFO), our Director of Risk Management and Purchasing Manager.

11. You have requested financials. Our firm is a privately held corporation, we would request CMC sign a mutual non-disclosure agreement. Would CMC be willing to execute this prior to the inclusion of financials in our proposal?

We understand that some firms may not want to disclose financial information at this time. Please submit your financial statements only if you are comfortable doing so. If you would rather wait until further in the process to disclose financial information do not include it with your original submittal. Our selection committee will want to verify your financial condition at the time we conduct interviews. At that point we will be happy to sign your non-disclosure agreement.

CMC appreciates your efforts in responding to our RFP and we will do what we can to keep proprietary information confidential. However, we are subject to the Colorado Open Records Act (CORA) and are sometimes legally compelled to release certain information if our legal counsel is unable to deem it sufficiently proprietary that its disclosure may impair your competitive position. In the event you submit anything at all that you would not like released, please mark it confidential and send it directly to the Purchasing Manager, Steve Boyd at sboyd@coloradomtn.edu with no copy or blind copy to anyone else and we will do our best to maintain confidentiality.

12. Will you provide property schedules and/or loss information?

High level coverage and exposure information was provided with the RFP. Information about our locations is available on our website. Detailed schedules and loss runs will be made available to finalist candidates prior to their interview.

13. Does the RFP Committee want a multi-year proposal to maximize economies of scale from a financial and risk management vantage point?

You are welcome to submit multi-year numbers, however we cannot commit to an agreement beyond a single year. Our intent would be to renew the agreement for several years or more, as long as the relationship remains in good standing.

14. What is the total amount of the premiums for the policies included in your insurance summary?

Please see number one.

15. Are you currently using broker provided loss control services? If so, what types of services are you utilizing and approximately how many hour a year are provided?

Please see number two.

16. What is CMC's current experience modification factor?

0.78

17. Can you provide 5 year summaries of your loss history by line for GL/Auto/Educator Legal Liability (including EPL) and WC.

This step of the process is intended to illustrate broker qualifications so we are not yet releasing loss information.

18. As a privately held firm, we do not release financials. Will CMC accept confirmation from an outside consultant that we are in good financial standing?

This would be acceptable as long as the third party source is credible and independent.