



**Date: 12-13-21**

**ADDENDUM #1**

**REFERENCE: RFP #PUR 2022-01 – INSURANCE BROKER**

**This Addendum addresses “Vendor Questions & Answers.”**

**Questions & Answers:**

**Vendor A:**

**General**

1. What is the driving factor behind Sinclair Community College releasing this solicitation for broker services? **Sinclair Community College (SCC) is a political subdivision of the State of Ohio. We are issuing this RFP to select a broker as a part of our due diligence process.**
2. Do we have permission to use Sinclair Community College’s logo, pictures and items from your website in our RFP response? **Yes.**
3. In regards to your program structure - are there any current carriers that you thoroughly enjoy working with or any carriers that you are displeased with / are looking to move coverage from? **When a broker is selected we intend to disclose our perspective on the pros and cons of each of our carriers. We are also open to input from the selected broker as we move towards a program that is most prudent for Sinclair Community College’s needs.**
4. Are there any particular lines of coverage that have been a hot topic with Sinclair or areas of concern? **Cyber Liability and Property Insurance are lines of coverage of particular interest to Sinclair Community College.**
5. When was the account most recently taken to market and do you have any anticipated future marketing plans? **Sinclair Community College does not intend to frequently bid out its insurance program. The selected broker is expected to be engaged for an initial three-year period with two one-year renewal options based on performance.**
6. When was the last time Sinclair conducted a Broker Services RFP? **The most recent bid was issued with a consistent philosophy as outlined in item 5 above.**
7. Who from Sinclair Community College will be serving on the Request for Proposals (“RFP”) evaluation committee and in oral presentations? **Once the broker(s) selected for interviews are determined, we may elect to provide organization(s) with information regarding the individuals participating in oral presentations.**
8. Regarding Sinclair Community College’s most recent renewal, were you able to maintain most coverages and limits? **Yes.** Were there material changes to Sexual Abuse, Cyber or other coverages? **Yes.** Did excess liability or other limits increase or decrease? **Yes.**
9. What date does Sinclair property and casualty program renew? **July 1 is when each of the policies in our program renew. This is intentional, desired, and consistent with Sinclair Community College’s fiscal year.**
10. Per the RFP, contracts for the winning broker are to be awarded the week of February 7th - will there be BORs awarded for existing coverages during the transition in February? **This is Sinclair Community College’s intent.** If the winning broker is unable to BOR a part of the existing program (ie. if part of the insurance is with a program) what will be the transition plan? **We are unable to invest the thought**



energy into this potential situation as it has not yet materialized as a germane concern. However, it is the intent of Sinclair Community College and its staff members to be fair while adjusting its program in its best interest. Of course, our selected broker would be an integral part of the conversation during these transition plans, if this scenario should arise.

11. Are you anticipating any new construction projects in the next three years / during the contract duration? **We have no currently funded new construction plans. However, if your firm has programs or specific offerings that would benefit Sinclair Community College for any future construction plans, please include this information in your response as applicable in the appendix. If so, what is the amount of the project or projects? N/A**

### Service-Related Questions

1. Where is the current Broker service team based (what city)? Do you have a preference of where your service team is located? Will the service team location be factored into the decision? **Our current service team is not physically located in Dayton Ohio. We believe that knowledge of our locality, its upcoming events, changes in policy, etc. would be beneficial to the successful broker during the selection and servicing processes of our account. Covid-19 protocol(s) and precautions have caused us to accept less physical presence for our existing vendors (of all types). Our expectation is that our account is serviced as agreed regardless of the location of the successful broker's physical location.**
2. What broker services do you value the most, and what services have you not been receiving that you would value? **The services requested in the RFP adequately outline our needs and desires from respondents. If there are unique services that your firm can provide, please include them as appropriate and in accordance with the RFP.**
3. We would like to learn more about communication expectations. Do you:
  1. develop an annual service plan with your broker and if so, would you be willing to share a sample? **Yes. We are unable to provide a sample.**
  2. have periodic broker risk management meetings scheduled throughout the year and if so, how often? **Yes. Our intent with the selected broker is to establish a communication plan that is both impactful and convenient for both parties.**
  3. Do you conduct an annual performance/quality review of broker services? **Yes.**
4. Approximately how many Certificates of Insurance are processed by the broker/consultant annually? **Approximately 200**

### Loss Control/TPA/Claims Questions

1. Please provide the number of claims reported in 2020 and in 2021 requiring broker assistance. **There has been one claim requiring broker assistance in the 2020-2021 policy period.**
2. Does Sinclair Community College currently utilize a third-party administrator for claims management involving Property, CGL, ELL and Auto? If so - does Sinclair think their current partnership with their TPA is meeting expectations? **Sinclair Community College does not utilize a Third-Party Claims Administrator**

### Risk Management Questions

1. Has Sinclair Community College begun an Enterprise Risk Management (ERM) process? **We have begun some portions of the ERM process but have not completed this ongoing process. Is this something that you are interested in pursuing with the successful broker? Yes, we would desire continued support and direction on these efforts from the selected broker.**
2. Is there a current list of top risk management goals and objectives for Sinclair Community College that can be shared? **There is not a list that can be shared. However, our existing cyber exposure(s), is an area**



where we would welcome additional evaluation, recommendations, and insight from our selected broker.

3. Is there a current list of top risk management goals and objectives for Sinclair and can that list be shared? **See item 2 above.**
4. Are there any outside resources we can leverage to help with your insurance needs (i.e. Training resources, cyber security, DEI consulting, etc.) **The services requested in the RFP adequately outline our needs and desires from respondents. If there are unique services that your firm can provide or has access to, please include them as appropriate and in accordance with the RFP.**

**Vendor B:**

1. My question regards the requirements in section 2.15 of the RFP. How heavily will having references from higher education institutions be weighted, versus having excellent references from institutions and organizations with similar insurance needs as a higher education institution? Specifically, if no references from an institution of higher education are provided or the insurance broker does not currently insure any institutions of higher education, will that vendor be removed from consideration? **Experience with similar institutions is a factor in our consideration for services. If vendors are unable to demonstrate strength in this area, they will not be removed from consideration. If there are comparable organizations (k-12, municipalities, etc.) of similar size receiving a similar scope of services that (your) firms can provide, please do so as this may overcome any weakness in this area.**