

**Insurance Brokerage Services-Policy Procurement & Captive Management & Consultation
Solicitation #CBS-CM-01-2022**

QUESTIONS & ANSWERS

(last update: 07/08/21)

Q.1 What are the top of mind concerns for the Government of the District of Columbia's captive management program?

A.1 The expectation is that the respondents for the captive management portion of the solicitation have significant expertise in the captive management arena and demonstrate that expertise by providing examples of current captive management experience.

Q.2 What is your 3 to 5 year strategy for the Government of the District of Columbia's captive program?

A.2 We would look to those who respond to make the appropriate suggestions based on their current experience.

Q.3 Who is the current captive manager?

A.3 The Captive's manager is Jane Waters, who also serves as the District's Insurance Program Administrator. The broker(s) awarded the captive management contract will report to her.

Q.4 Who is the current captive counsel?

A.4 The Captive's counsel is Michael Krainak.

Q.5 Does this RFP include licensed captive management services, which includes managing the accounting, working with the DISB and issuing claims settlement payments?

A.5 Yes

Q.6 How do you measure success of your broker?

A.6 A successful broker is proactive and visionary and has quality relationships with carriers and London. In addition, it is the expectation that the broker is readily available and able to execute tasks with minimal guidance.

Q.7 What events transpired to lead to the RFP?

A.7 The existing contracts' terms expire in 2022.

Q.8 If the agency awards the RFP to multiple brokers, how do you allocate the services and fees to each broker?

A.8 The services are allocated based on the brokers' skillsets and access to markets. The fees regarding captive management services will be based on the respondents' price schedule, which are subsequently enshrined in the contract.

Q.9 Can you clarify how you want the proposal delivered to the Government of the District of Columbia? Page 104 of 127 states that the proposal response needs to be hand delivered to the reception area. Page 103 of 127 states that the proposal response needs to be delivered electronically. Are you requesting hard copies and also expect electronic copies?

A.9 Yes, we are looking for both hard and electronic copies; an electronic copy should be provided on a thumb drive and can be submitted in the same envelope / box as the hard copies.

Q.10 Do you plan to have in person or virtual oral presentations as part of the assessment?

A.10 For the initial submission we are not expecting presentations. Should we need clarifications, we may schedule a call.

Q.11 Regarding the IDIQ contract comments, the RFP mentions the possibility of multiple firms receiving the award of the contract. Can multiple firms get up to \$950,000 or is the \$950,000 the maximum regardless of the number of firms selected?

A.11 Each contract will have a not-to exceed amount of \$950,000; however, budget constraints will dictate the total amount awarded to all brokers during any given fiscal year. Respondents should determine their fees based on services offered.

Q.12 What type of consulting services is your current broker providing? Which ones are of value to you today? Which ones are most important to you today?

A.12 We look for updates on the market from, among other things, changing forms, new products, and market trends. We also look for actuary assistance, understanding of filing obligations, medical malpractice coverage guidance, and claims management. In sum, skill, flexibility, responsiveness, long term relationship/partnership, knowledge of the District, and ease of doing business are critical.

Q.13 What is your annual budget for consulting services? The RFP notes \$950,000 but we are not certain what that covers as far as consulting services.

A.13 The annual budget for captive management can change on an annual basis. Currently the annual allocated funds for this is \$50,000.

Q.14 What is the structure of the safety and loss prevention (all areas) function today? (including Cyber Risk Management and also ERM/ESG)

A.14 The Captive currently has a hybrid approach – some handled internally, others through applicable carriers.

Q.15 The RFP references the maintenance of an inspection system – what exactly is in place today?

A.15 We have an inhouse system for risk management.

Q.16 May we obtain copies of the policies?

A.16 We do not release policies.

Q.17 May we obtain a schedule of insurance?

A.17 We do not release policy information.

Q.18 May we obtain exposure data (statement of values, payroll, vehicle list, etc.) including historical data, preferably 10 years?

A.18 The requested information is publicly available on District government agencies' websites.

Q.19 Can you provide us with detailed loss runs by lines of insurance in Excel, preferably 10 years?

A.19 We will not release this info at this time.

Q.20 What do you anticipate being the structural shifts in your property exposure over the next year?

A.20 None.

Q.21 Does this RFP include NFIP (National Flood Insurance Program)? Do any NFIP policies exist?

A.21 No, the RFP does not include NFIP, and no NFIP policies exist.

Q.22 Can you provide us with a list of events including budget, dates, venues, if they are outdoors or indoors)?

A.22 The requested information is publicly available on District government agencies' websites.

Q.23 After reviewing the requirement insurance limit of \$10,000,000 Excess /Umbrella Contractor, in lieu of the extent of the exposure which is 99.9% as a Professional liability as a broker and very little General Liability exposure may the Excess /Umbrella liability limit be omitted or at least decreased. Thanking you in advance for any and all consideration.

A.23 Should a bidder decide to bid on just the captive management segment – a \$5,000,000 umbrella is acceptable. Should a bidder decide to bid on just the policy procurement segment or the entire RFP – a \$10,000,000 umbrella limit is required. Policy procurement will involve a significant amount of “on-site” work – claims investigation / claims oversight, site surveys, onsite meetings, etc. A commitment to secure the applicable coverage should the bidder receive the award is acceptable.