

**BID # SYS24-04**

**ADDENDUM NUMBER 01**  
**REQUEST FOR PROPOSALS**  
**FOR:**  
**Producer Services for Property and**  
**Casualty Insurance**  
2/29/2024

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated February 23, 2024, with amendments and answers to bidder questions noted below. This Addendum consists of a total of two (2) pages.

**BIDDER QUESTIONS**

1. How do we access the insurance policies and loss information as listed in the RFP?
  - a. All CCSNH policies are listed in Appendix B of the RFP. No loss run information is required for this rfp.
2. Please provide a description of KPA's and how to access them.
  - a. KPA is a training platform that CCSNH uses to train its employees across the college system. Employees are added to the system by college and workgroup, training is assigned based on the employees position at each college, for example, a maintenance employee would be assigned, blood borne pathogens, ladder safety, safe lifting, etc. while an admin professional might be assigned the ergonomics training, computer/cyber security, diversity. Currently CCSNH has 58 training programs, 18 workgroups and approx. 3500 employees. 8 HR staff members and myself manage the oversight of the system
3. Please provide a copy of the Systems latest ERM program.
  - a. CCSNH has an ERM program in place but this is not applicable to this rfp.
4. Please provide a copy of current property statement of values.
  - a. The attached document labelled SOV for RFP questions is the schedule of values for CCSNH.
5. What methodology is used to establish building replacement cost values?
  - a. Not applicable to the RFP
6. How many vehicles are listed on the automobile insurance policy?
  - a. CCSNH has 63 vehicles, 5 of which are 15 passenger vans used for athletic events. 18 trailers which range from tractor trailer trailers to small utility trailers. 48 misc. equipment, loaders, mowers, etc.
7. How many certificates of insurance are issued annually on behalf of the System?
  - a. Over the past 3 years CCSNH has averaged between approx. 175 COI requests a yr.
8. How many contracts are reviewed annually for insurance language requirements annually?
  - a. Approximately 12-15
9. Please describe the loss control and claim services provided by the current broker.
  - a. Not applicable to the RFP
10. Are there any challenges with the current insurance carriers or broker partners?
  - a. No

11. Is KPA the System's preferred educational training platform, or will it consider alternatives?
  - a. See RFP
12. What is the current annual compensation received from all sources by the current Producer?
  - a. The total annual insurance premiums spent by CCSNH \$1,110,695.00
13. In the event a policy premium would not change if commissions were removed or suppressed, we typically would offset our fee by this commission, would this arrangement be acceptable to the System? (Compensation disclosure and reconciliation is provided no less than annually).
  - a. Yes

**Acknowledge receipt of this Addendum with the Proposal Form. Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
(This Document Must Be Signed)

Name \_\_\_\_\_  
(Please Print or Type Name)

SUBJECT: \_\_\_\_\_