



CITY OF HOUSTON

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January 31, 2014

SUBJECT: Letter of Clarification No. 4

REFERENCE: Request for Proposal No. S10-T24689

INSURANCE BROKER OF RECORD SERVICES FOR THE
ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons, and is hereby incorporated and made a part of the Request for Proposal (RFP):

1. Vendor Question: "Can you please provide me the details of the weighting percentage factors in the bid evaluations?"

COH Answer: *"The weights will not be available for this solicitation."*

2. Vendor Question: "Who is the current Broker of Record, and for how long?"

COH Answer: *"John L. Wortham & Son. They are in the fourth year of the current contract with the City."*

3. Vendor Question: "What is the goal of this RFP?"

COH Answer: *"To select an insurance broker of record to market non-employee benefits related insurance for the City, and to provide insurance consulting services and insurance appraisals of select properties."*

4. Vendor Question: "Are there any service or other concerns?"

COH Answer: *"No."*

5. Vendor Question: "What would you like to see different from a new Broker?"

COH Answer: *"The current Broker is providing the City what was asked from them within the scope of work of the current contract."*

6. Vendor Question: "Who is the current M/WBE subcontractor, and for how long?"

COH Answer: *"Protectors Insurance and Financial Services, and Stewart Advisors, Inc. Both are in their fourth year of the current contract."*

- 7. Vendor Question:** "What services does the M/WBE provide?"
COH Answer: *"Processing of notary public bonds and insurance building replacement cost appraisals/estimates."*
- 8. Vendor Question:** "Has the work performed by the M/WBE been satisfactory?"
COH Answer: *"Yes."*
- 9. Vendor Question:** "Tell us about your insurance carriers. Do you have any issues or concerns with any of them?"
COH Answer: *"None."*
- 10. Vendor Question:** "Do you have any coverage issues you are seeking to improve or expand?"
COH Answer: *"No."*
- 11. Vendor Question:** "Page 17 on Certificate Review requests a one-day turnaround, and on page 40 requests pricing for certificate reviews in volumes of 100 to 300, and 300 or more. How many is the current Broker reviewing on an annual basis, and are you receiving a 1-day turnaround?"
COH Answer: *"Certificate of Insurance reviews referenced in this section are an additional service and currently the City has not requested this service."*
- 12. Vendor Question:** "Also on page 17 requests Building Appraisals. Please advise how many are current and how many are you looking for on an annual basis?"
COH Answer: *"The building insurance replacement cost appraisals and/or estimates referenced in this section are additional services (there are eight per year under basic services). Additional building insurance replacement cost appraisals are at the request of the Director of the Administration and Regulatory Affairs Department."*
- 13. Vendor Question:** "Please advise the number of Certificates of Insurance that were reviewed last year."
COH Answer: *"Certificate of Insurance reviews are an additional service and currently the City has not requested this service."*

14. Vendor Question: "Please provide a detailed Property Schedule in Excel format. A detailed Property Schedule should include the following items: a) name of location; b) street address; c) city; d) zip code; e) occupancy; f) flood zone; g) year built; h) year renovated; i) gross square footage; j) predominant construction type (MFR, FR, Frame, Masonry, etc.; k) roof type; l) age of roof; m) number of stories; n) number of buildings at this location; o) building value; p) date of last appraisal; and q) contents value."

COH Answer: *"See attached Property Schedule file labeled, [COH Insured Prop. Sked]."*

15. Vendor Question: "The Specification calls for copies of audited financial statements. For privately-held companies, is there an acceptable alternative submission to your requested financials?"

COH Answer: *"No, there will not be exceptions to this requirement. Please adhere to the Financials requirement within this RFP."*

When issued, Letter(s) of Clarification shall automatically become a part of the RFP documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

If you should have any questions or if further clarification is needed regarding this Proposal, please contact Greg Hubbard at greg.hubbard@houstontx.gov, or at 832.393.8748.

Sincerely,



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