



**CITY COLLEGE OF SAN FRANCISCO**

**ADDENDUM NO. 01**

**RFP 2021-020**

**Insurance Brokerage & Risk Management Consultant Services**

**Due Date: March 12, 2021 (newly extended)**

**David Delgado  
Purchasing  
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**DATE: February 26, 2021**

**TO: Prospective responders**

**FROM: Purchaser**

**SUBJECT: Addendum No. 01 to RFP #2021-020, Insurance Brokerage & Risk Management Consultant Services**

This Addendum modifies and forms a part of the Request for Proposal (RFP) issued January 29, 2021 for the above-referenced project. Responders shall acknowledge receipt of this Addendum in the cover letter. Failure to do so may subject the responder to disqualification.

**This Addendum No. 1 consists clarifications and a list of questions received by the College.**

## **I. Clarifications (RFP)**

- 1. Several URLs in the RFP had improper line breaks making them not function when clicked on. They did function when the URL's were manually typed out as written. The improper line breaks have been corrected in the RFP and will now properly function when clicked on.**
- 2. Due to a large number of questions that we are still researching we are extending the deadline for responses by two weeks to March 12, 2021. Any bidders that have already submitted a bid will have the option of submitting another response or using the one already submitted.**
- 3. We will issue another addendum with responses to questions, this may include another extension, depending on when it is issued. Our intent is to give prospective bidders enough time to thoroughly review the answers.**
- 4. List of questions currently received:**

The RFP asks for respondents to describe their approach in completing the tasks specified in the "Technical Specifications". However, we do not see the Technical Specifications outlined in the RFP. Can you please provide or clarify?

The entire RFP document seems to clearly read that this is purely a broker selection process, whereby respondents are to propose a flat fee for service. However, Attachment C & G would require brokers to seek quotes from the insurance market (with multiple retention options) for each line of coverage. So, is the intent of the RFP also for the responding brokers to solicit quotes from insurance carriers? Clearly this is a process that requires a great deal of underwriting specifications not provided, and likely many months of lead time. Additionally, this would create a situation where multiple brokers would be in the market at the same time, and making it a "race" to submit specs to carriers to prevent another broker from blocking ones submission. Ultimately probably not yielding the best results for City College. In the prior RFP, this part of the process was removed as it prevented a true broker selection process. This is a long way of asking, is City College really intending to ask for insurance policy quotes from the respondents? If so, will additional underwriting specifications be provided? Will there be a market assignment process to avoid brokers "blocking" one another?

What is considered a good faith effort for the SLBE?

Would a proposal be disqualified if they did not show good faith for the SBCLE?

In order to prepare a proposal we need to obtain exposure data. Please provide the total insured value of CCSF real and personal property, 10 years of loss data for all lines of coverage and 10 years of payroll.

What is the estimated P2 FTES that was provided to your current insurance carrier?

Please provide a schedule of art with appraised value.

Did CCSF pass a resolution to withdraw from the Schools Excess Liability Fund for excess liability coverage from \$5,000,000 to \$55,000,000? The Board resolution would have to have been passed and provided to SELF on or before 12/31/20.

When was City College of San Francisco's last property appraisal? Can you provide a copy?

There was a reference to attachment B, D & E, but not sample provided. Will you please provide the format you would like utilized for the attachments?

Has your current Joint Powers Authority provided you with a quote for the extended reporting for sexual abuse and molestation? ASCIP changed their sexual abuse coverage to claims made effective 7/1/20.

Contractor's Pollution Liability Coverage – What exposure is CCSF trying to cover with this line of coverage?

Hull/Indemnity Protection Insurance Coverage - What exposure is CCSF trying to cover with this line of coverage?

Do you have any unusual exposures that are different from the other California community colleges? If so, please outline.

Please provide CCSF current coverage documents so any potential gaps in coverage may be identified.

I am contacting you to inquire when it is anticipated the loss runs, real and personal property total insured values and the value of the autos for CCSF would be available?

**END OF ADDENDUM NO. 1**