



Solicitation Amendment No. 1

To: Prospective Proposer/Offeror:	Date:
Prospective Proposers	December 16, 2020
Project Title:	Project No.:
Insurance Program Evaluation And Consulting Services	RFP 21-17

Description of Solicitation Amendment: The Request for Proposals (Project RFP No. 21-17) is hereby amended as set forth below:

1. Questions and Answers have been released (below).

Please visit our website at <https://www.hccs.edu/about-hcc/procurement/>

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledgement of Amendment No. by:	Date:

Company Name (Bidder/Offerer):	

Signed by:	

Name (Type or Print):	Title:

REQUEST FOR PROPOSAL

PROJECT NO. RFP 21-17

Insurance Program Evaluator and Consulting Services

QUESTIONS AND ANSWERS No. 001

Date: December 16, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

- Q1. Please provide Insurance Carrier name and effective date on the following policies: personal property, real property, commercial general and professional liability, directors and officer's liability and workers compensation.

Response:

Coverage Type	Carrier Name	Effective Date
Personal & Real Property	Lexington Insurance Company & others	March 1, 2020
Commercial General & Professional Liability	United Educators	March 1, 2020
Directors & Officers Liability	United Educators	March 1, 2020
Workers' Compensation	Texas Mutual	March 1, 2020

Note: The property coverage consists of numerous layers with Lexington as the primary/lead.

- Q2. Does Houston Community College have a current consultant servicing your account, if so please provide the name of the current consultant?

Response: HCC does not currently have an insurance consultant. The contract with our previous consultant, Pozmantier Williams, has expired.

- Q3. Do you anticipate extending the bid due date?

Response: No.

- Q4. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free

Response: No.

Q5. Other than your own website, where was this bid posted?

Response: [ESBD \(txsmartbuy.com\)](https://txsmartbuy.com)

Q6. Please advice on current insurance profile, by carrier, limits of liability, type of coverage and annual premium.

Response: Detailed information regarding current carriers, coverages, limits, deductibles, retentions, dividend history, and premiums will be made available to the consultant(s) awarded a contractor. The FY 2021 (September 1, 2020 to August 31, 2021) budget for insurance is \$6.1 million.

Q7. Can HCCS provide a copy of the following?

- a. Statement of Values (SOV) - Property Schedule
- b. Recent appraisal schedule on property owned/leased
- c. Fleet schedule
- d. Current schedule of coverages and premiums
- e. Inland marine schedule

Response: This solicitation is for an insurance consultant. The awarded contractor will be provided detailed information required to analyze the existing insurance program, make recommendations regarding appropriate types and levels coverages, help design solicitations for specific insurance coverages. Information regarding the scope and type of operations conducted by HCC can be found at [hccs.edu](https://www.hccs.edu), additional information including budget and financial reports can be found at <https://www.hccs.edu/about-hcc/transparency/>. The current SOV includes \$1.4 Billion in property including 78 owned buildings and 13 leased locations. HCC also has NFIP policies for locations within designated flood plains and at selected additional locations. The most recent appraisal was completed in 2016 and HCC anticipates completing a new appraisal in the next 9 months. The current fleet schedule includes 197 vehicles and include tractors and trailers assigned to the Commercial Truck Driving program.

Q8. It appears that HCCS provides housing/dorms for certain students. If this is accurate, please advise how many students are being housed on campus?

Response: HCC does not have or provide dorms for students.

Q9. Page 1 of the RFP advises that electronic submission is acceptable due to COVID-19. However, Document Format and Content on page 12 states that "HCC requests the proposals be submitted in a binder...submit one (1) origins printed copy and one (1) electronic copy". Please clarify if hardcopies are required in addition to the electronic submission via Jaeger and if the format requirements remain the same for the electronic submission.

Response: No. A hard copy is not required. Follow instructions for electronic submissions.

Q10. On page 11 of the RFP, item ix, HCC states that the proposer must have experience in property program development and design for public entities comparable in size and complexity to the State of Louisiana. Please provide further clarification for the correlation.

Response: This is an error. It should read "...must have experience in property program development and design for public entities comparable in size and complexity to Houston Community College."

Q11. Is the effective start date as of March 1, 2021 or sooner?

Response: Yes.

Q12. Is a good faith effort required for a SBE/MBE/WBE prime who will perform more than 50% of the scope (goal) but utilizes a non-certified subcontractor?

Response: Please refer to Page 18 of 48, Small Business Development Program (SBDP) for additional information regarding the good faith effort and points associated with the subcontracting goal.

Q13. Does the College currently utilize a risk management consultant? If so, please provide the name and years of experience with said consultant. If the answer is no, please let us know if you have ever used a consultant and your experience with said consultant?

Response: HCC does not currently have a risk management consultant. The contract with our previous consultant, Pozmantier Williams, has expired. The experience with Pozmantier Williams was very positive and was beneficial to the college.

Q14. Have the consultant's services been satisfactory? If so, why have you prepared this RFP? If the answer to #1 is no, please let us know if you have ever used a consultant and your experience with said consultant?

Response: The services of the previous consultant were satisfactory. The contract term for the consultant expired, therefore a new solicitation is needed. The experience with Pozmantier Williams was very positive and was beneficial to the college.

Q15. Are you primarily interested in hiring an independent risk management consultant that does not sell insurance? Or are you also interested in hiring an insurance agent to be your consultant notwithstanding their affiliation with insurance companies?

Response: Yes, we are primarily interested in hiring an independent risk management consultant that does not sell insurance. If the selected consultant also sells insurance, the consultant will be ineligible to sell insurance to HCC.

Q16. Can we get a schedule of all property and casualty insurances that are to be included in the scope of this RFP?

Response: Refer to question 7.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions

& Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

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