



Last Updated: November 23, 2015

CLARK COUNTY

TO: Holders of Specifications Relating to: RFP #704
Risk Management, Brokerage and Insurance Services

RELEASE DATE: October 21, 2015
FROM: Mike Westerman, CPPO

SUBJECT: Additional Information/Clarifications to Specifications

Question 1) Since we are unable to respond to the Brokerage and Insurance Services piece of the proposal will this disqualify us from the RFP process? I am just unsure how to precede and I didn't want to waste your time if Clark County is really looking for this combined service. Thanks for clarifying for me.

Answer 1) Whether the Workers' Comp TPA has a brokerage arm or not, we expect that they would affiliate and put together a bid for this request. The TPA and Broker do not have to be owned by the same entity.

Question 2) May we have a copy of your five-year loss run for workers' comp?

Answer 2) Simply ask and we will forward an excel spread with that information sheet to you.

Question 3) My firm is interested in responding to the above referenced RFP. We will be teaming up with two others firms to provide Third Party Claims Administration services. Do they each need to be listed as plan holders if we are the lead proposer? Also, will they each need to complete a Cover Sheet and E-Verify as part of our team submission?

Answer 3) The subcontractor(s) must be included in the RFP response. A separate subcontractor cover sheet or E-Verify MOU is not required for each subcontractor at the time of the RFP submittal. However, subcontractors shall be required to submit their E-Verify MOU in the event a contract is executed with the prime contractor per RFP #704 - Part I, section IA, paragraph 6 – Employment Verification. The additional firms do not need to be included on the plan holders list and Attachment A – Cover Sheet has been linked as a word document at <http://www.clark.wa.gov/general-services/purchasing/rfp.html>

Question 4) The RFP states that document must “not exceed 15 pages, excluding resumes, e-Verify and cover.” Does “cover” mean the Cover Sheet referred to on the following page? Or does that mean a cover that we create for the document?

Answer 4) Our Cover

Question 5) Also related to the page limit, the “Broker/Risk Consultant Qualification Questionnaire” is 4 pages and the Part II Remuneration adds another page. Are those 5 pages of required forms included in the 15 page limitation?

Answer 5) No.

Question 6) Section IIC describes 7 sections that must be included in our response. Are those 7 sections in addition to the “Broker/Risk Consultant Qualification Questionnaire?”

Answer 6) Some of those sections may be small and not applicable; they're included.

Question 7) Part II Remuneration form asks "Fees and Commission." Is this intended to be the total of all fees (including TPA fees estimated for the year) – such as the \$18,000 fee + \$109,927 commissions + \$73,645 estimated TPA fees = \$201,572 for the current program with AJG/Gallagher Bassett?

Answer 7) The fees should be split out, one for the Work Comp TPA, the other for the Broker.

Question 8) Part II Remuneration also asks for "Services Included," then "Hours." Is this intended to be expected total hours by type of service (brokerage, consulting, GL TPA, WC TPA, etc)?

Answer 8) Hours are, the services for loss control one might include....or not.