

Houston Independent School District

Project 13-08-01

Broker Services for Auto, General and School Professional Liability

Written Questions

Below is the list of things I am compiling specific to the Professional Liability for HISD that I pulled from the RFP doc. If you see a need for anything else from us, please let me know. For tomorrow's pre-proposal meeting, I have one question that is quite time sensitive. Are we expected to conduct a coverage review prior to the RFP? Please see page 21 – Section 3.1 Broker Requirements (italicized below). If so – please request and provide copies of current policies and details on program ASAP so we can review prior to submitting final proposal by the 5th. In the event that is not required, we would still like to have a better understanding of the current professional liability program in place if allowable, as the coverages can vary substantially from carrier to carrier.

Broker is to review HISD's current Auto, General Liability and School Professional Legal Liability Insurance coverage and policy language and recommend improvements or revisions, focusing on new products, gaps in coverage, restrictive limits, cost of coverage, etc. After reviewing our current program and determining proposed coverage needs for the 2013/2014 policy period, Broker is to create a Request for Proposal for review and approval by HISD

Working list of items we will provide/address:

- Indicate the number of people in your organization and their level of experience and qualifications and the percentage of their time that will be dedicated to this project.
- Provide a list of the Proposer's top ten current and prior two years' clients indicating the type of goods and/or services your organization has provided and/or performed for each client.
- A detailed proposal submission on your firm's plan to provide the services in this RFP and why you feel HISD should select your firm to perform these services.
- Indication of the qualifications and number of professional staff members who would be involved in providing services to HISD under this proposal.
- Names and approximate premium volumes of your firm's top five insurance companies.
- Names of insurance companies you might approach in order to place Auto, General Liability & School Professional Legal Liability Insurance for HISD. HISD will not allow any agents/brokers to participate if they approach and hold markets before receiving approval from HISD.

Response:

1. No, we wouldn't expect bidders to provide a detailed coverage review prior to the RFP. That's one of the services to be provided. We do expect a detailed plan outlining how you plan to provide this and other services.
2. This RFP does not include a "Request for Participation" process, because markets are not being assigned.