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RFP #25-16
Agent/Brokerage Services For Property Insurance
Addendum #1

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

This Addendum serves as the University's response to inquiries and to adjust RFP Timeline Dates including the extension of Qualification/Proposal Deadline.

Section 1, 1.5 Timeline for Key Events

Section 1, 1.7 Response to Written Questions - November 5, 2015
Section 1, 1.16 Deadline for Submission – November 25, 2015

Response to Written Inquiries

Q1. What is the current limit structure for the University of Maine system under your current policy?

A1. \$500M blanket limit with a \$100K deductible

Q2. What is the current coverage structure for the Wind and Flood coverage?

A2. Under same blanket cover with a \$100K deductible

Q3. Please provide loss history for any claims greater than \$250,000 per occurrence with details of each claim.

A3. 2013 - Rekeying claims ~350K above deductible, 2014 - Flood from pipe burst ~62K above deductible, 2014 - Flood from sheered sprinkler head (Subro potential) 50K above deductible

Q4. Has University of Maine System ever made a claim with FEMA? If so, what was the amount?

A4. We have made FEMA claims for excess snow removal. Generally we receive about \$25K per year

Q5. What percentage / amount of your TIV is CAT exposed and how many institutions have CAT exposed property?

A5. USM (~25% of TIV) is Coastal. UMAINE has some limited values in CAT exposed coastal properties but it is not a substantial amount of values in terms of total % (<1percent)

Q6. Does University of Maine System have current appraisals for its buildings and will these appraisals be made available to the Broker when marketing the program?

A6. Sightlines has done some recent studies of building valuations, and those could be made available for marketing purposes.

Q7. How many NFIP policies does the University of Maine System purchase and for which institutions / locations?

A7. We do not have any NFIP policies at this time.

Q8. Is the current program premium inclusive of commission?

A8. We are placing the coverage directly with MHEC through their administrator Marsh. Marsh receives some compensation.

Q9. 1.5 Timeline of Key Events-The estimated Presentation date is the week of November 16, 2015, yet the Award Announcement is May 1, 2016 and the start date is July 1, 2016. Could that decision be made earlier to allow sufficient time to broker your \$1.75 Billion dollar property Program?

A9. This is the latest that we could be making the decision. We intend to have a final decision before 5/1/16. Optimally, the broker will be marketing the program in February

Q.10. 1.8 Award - If a single broker has not been selected based on the initial presentation(Sec.1-6), how will the University allocate/assign overlapping markets among the selected brokers?

Q10. This is being contemplated at this time, and the final proposal from each potential vendor will govern how this is completed. We intend to select a preferred broker, and secondary brokers if necessary.

Q11 1.18 Multi –institutional/Master Agreement 3.G Multi-Institutional Capabilities-Does this agreement include the Community College System and Maine Maritime Academy since they are referenced multiple times?

A11. No.

Q12. 1.22 Agreement Documents-Must the broker submit a completed “University of Maine System, Contract for Services” with its Response Submission (referenced 1.16) due November 12, 2015 or only if Awarded the contract?

A12. The respondent should review The Contract for Services document and identify and areas of concern via redlined word document for review, or indicate they accept the terms and conditions as written.

Q13. 3.2 Proposed Format Instructions-This notes “(7) distinct sections noted below:”, there are only Six listed. Is one missing or is the 7 a typo?

A13. There are six sections listed. The reference to seven is an error.

Q14. 4.1.7 and 4.1.9 Organizational Qualifications and Experience-These two appear to be duplicate of each other;could we have some clarification?

A14. 4.1.9 asks for similar information. Please disregard and respond only to 4.1.7

Q15 4.5.2.1 Cost Response Form Instructions-Appendix B-in review of Appendix B, it refers to Exhibit 1, Table 2-is there an Exhibit 1, Table 1 or is Table 3 the only table? If we do not charge by the hour, then we do not need to complete any table, correct?

A15. Please do not respond the cost response Section 4.5, at this time. The University will address the cost component to the firm(s) selected to continue.

Q16. 4.5.2.1 mentions that a excel version of Exhibit 1 can be obtained by contacting the contact in Section 1.6-that section is Respondents' Presentations. Should we contact Rachel Piper for an excel version?

A16. Please see A16 above.

Q17. 8.1-Contract for Service Requirements-this goes back to our question b.. 8.1 starts with "the winning Respondent must enter into a formal University of Maine System Contract for Services". Again, do we fill out and include in our Response Submission?

A17. Please see A13 above.

Q18. In contradiction to the winning Respondent language in 8.1, the evaluation criteria for the Response Submission does include this as 5 points in the Scoring Weight .

A18. There will be points awarded to the Respondents' response to the University's Contract for services. For example, if all terms and conditions are agreed to, the maximum points will be awarded this evaluation criteria.

Q19. University of Maine System Contract for Services-Where is Rider D, Implementation Plan and Timeline as well as Rider F, Contractor's Service Level Agreement to Support the University? Or, are we expected to provide our own?

A19. Implementation Plan and Timeline Riders will be developed with the selected respondent upon award. Respondents are not expected to provide either at this time.

Q20. Contractor's Liability Insurance, page 13 of 61 and 52 of 61: Limits noted in 1.19 are different than limits in Rider B-1. Please clarify which are the correct limits required.

A20. Contractor's Liability Insurance requirements cited in section 1.19 are correct. The limits in Rider B-1 are incorrect.

Q21. Requirements, Page 28 of 61, Item 6.2.1. Please further expand on this to clarify.

A21. The request is to identify how you would implement to services requested and identify any best practices that you would utilize.

Q22. Requirements, Page 28 of 61, Item 6.4.5: What are University's Service Level Agreement (SLA) requirements?

A22. The University will develop the SLA with the awarded vendor and incorporate into the contract for services. Please respond to the actions you would take should one of the agreed upon service levels were not met.

Q23. Master Agreement, Page 37 of 61, Item 1. Specifications of Work: Second sentence (in brackets) references MLA, what is MLA?

A23. As this Agreement will be between the University of Maine System and the Broker/Agent, individual service engagements will not be necessary and therefore, a MLA will not be required.

Q24. Master Agreement, Page 37 of 61, Item 3. Term: What is the agreement term?

A24. The initial contract term is expected to be Three (3) years.

Q25. Rider A, Page 46 of 61, Intent and Purpose – there are no bid instructions yet there are bid instructions under Product Scope of Work. Are bidders to enter anything under Intent and Purpose?

A25. The Contract for Services Agreement is attached for terms and conditions acceptance/information. The specifics of the contract will be determined with the awarded vendor.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Piper', with a horizontal line extending to the right.

Rachel Piper
University of Maine System: Strategic Procurement
Director of Strategic Sourcing