

**University of Maine System
Higher Education Liability Broker Services - RFP# 2017-96
ADDENDUM #01**

QUESTIONS

1. We wanted to make sure we had the correct inventory of policies. In looking at the umbrella schedule of underlying policies – we see listed:
 - a. An ACE Foreign package is listed – is this policy part of this RFP and should we be receiving a copy of it?
ANSWER: No this policy is currently renewing and the mention of it is that the GenStar umbrella policy follows form under this policy arrangement
 - b. We also notice an aircraft/pilot policy – is this policy to be part of the RFP and should we be receiving a copy of it?
ANSWER: No this policy is already renewed and the mention of it is that the GenStar umbrella policy follows form under this policy arrangement
2. Aside from the policy questions above – other questions we want to submit on the RFP are:
 - a. Please provide loss information.
ANSWER: Loss information is mostly within the deductible. There have been typical BI premises losses within the State of Maine and a Motor Vehicle accident outside of the State of Maine that were >\$300K. All other losses have been below the \$400K tort threshold.
 - b. Please provide vehicle count/type/usage.
ANSWER:

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Type	#	Use
PICKUP	176	Facilities/Research
VAN	148	Facilities/Transport
TRAILER	126	Facilities/Research
SEDAN	53	PPT/General
TRACTOR	44	Landscape/Construction
SUV	30	PPT/General
TRUCK	14	Facilities/Transport
S.W.	11	PPT/General
CARGO	11	Facilities/Transport
HYBRID	10	PPT/General
DUMP	8	Facilities/Transport
BUS	6	Transport/Athletics
CAMPER	4	Facilities/Research
LOADER	4	Facilities/Transport
STAKE	3	Facilities/Research
CARGO VAN	3	Facilities/Research
BOX TRUCK	3	Facilities/Research
AMBULANCE	2	UVAC
GRADER	2	Facilities/Research
WAGON	2	ppT/General
BOOM TRUCK	1	Facilities/Research
SWEEPER	1	Facilities/Research
BACKHOE	1	Facilities/Research
DMP TRAILER	1	Facilities/Research
FORKLIFT	1	Facilities/Transport
SKIDDER	1	landscape/Construction
TRACTOR	1	landscape/Construction
PANEL	1	landscape/Construction
BOX TRAILER	1	Facilities/Research
WOOD CHIPPER	1	landscape/Construction
FLATBED	1	Facilities/Research
DUMP/PLOW	1	Facilities/Research
BUCKET TR	1	Facilities/Research
Grand Total	673	

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3. Approximately how many contracts is the broker expected to review annually (lease agreements, construction contracts, etc.)

ANSWER: There is no finite number but a good round number would be 100.

4. Please explain how and who risk management engages with throughout the Maine system? If we could learn more about how risk interacts with the other System departments, (contract review, claims, collection of exposures, risk management practices, certificates of insurance, etc.

ANSWER: Risk Management Department engages with every University System entity. Risk management reviews all contracts not written on University Paper, we collect and monitor all COIs, we collect all exposure information. We are an internal consultant, as well as the entity that manage all physical assets that are not real property. Risk Management also reviews all lease agreements and approves leases for real property, where university is lessee or lessor. All information is on the Risk Management website at maine.edu

5. What are the 2-3 major risk management priorities of the University System over the next 2-3 years (i.e., disaster planning, revising minors on campus policy, environmental compliance, etc.)? Please list in priority order.

ANSWER: 1. Minors on Campus, 2. Enhancements to International Travel Programs, 3. Campus Wide Risk Management Awareness Training

6. Based on the continuing emphasis from external sources to constrain tuition increases, what non-traditional entrepreneurial income generating activities is UMS considering in the coming three years?

ANSWER: 1. Business Incubation regarding exposures typical of a world class engineering research institution, including structural components, 2. Drone usage across the spectrum and drone research 3. Cyber Security

7. What are the 2-3 most critical issues currently facing the University? (i.e., enrollment growth, regulatory compliance, endowment, etc.)?

ANSWER: 1. Aging Infrastructure, 2. Reduction in number of traditional students as a function of total population in the State and in New England

8. 2. 3.2.4.2 Insert Appendix E-Contract for Services

- a. If we need to mark up this contract, is there an electronic version available?

ANSWER: Yes see attached.

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- b. If nothing to mark up, just attach response with Yellow portions completed?
ANSWER: Please sign the signature page so it is clear no language adjustments are needed.
- c. Rider B-1, Rider B-2-do they need to be filled out now for the response or only if winning response?
ANSWER: Award Respondent is sufficient.
- d. Page 32 of 46-do we fill this out for the response or only if we win the response?
ANSWER: Please sign the signature page so it is clear no language adjustments are needed.
9. We understand the format of the response should flow from 3.2.1 to the end of 3.2.5.5. Can you tell us what 4.0 (page 19 of 46) is all about-do we need to do anything on this?
ANSWER: It is an index for the Appendices only
10. We have a question/request regarding this RFP. In order to answer question 5 (a) of Appendix H having to do with claim management services, and to provide accurate pricing for our services, we need information regarding number and types of claims on the Commercial Umbrella and Excess Liability policies. Could you provide us with a five year Loss history for these policies? This document would provide the needed information.
ANSWER: We have a current contract with a TPA for actual claims handling. For the broker selection process, we are willing to give a number of about 40-50 claims per year needing potential advice and support from the broker, including litigated claims, self insured PD/BI claims and any type of ELL type claims.