

ADDENDUM Nº. 1

**TO THE CONTRACT DOCUMENTS FOR THE
INSURANCE BROKER OF RECORD SERVICES
IN HERNANDO COUNTY, FLORIDA**

REQUEST FOR PROPOSAL NO. 10-0018/kcb RFP DATE: DECEMBER 30, 2009

NOTICE

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF
THIS ADDENDUM BY SIGNATURE AT THE BOTTOM IN THE SPACES PROVIDED AND
RETURNED AT THE TIME OF THE PROPOSAL DATE.**

TO ALL PROPOSERS:

The following clarifications are hereby made a part of the Contract Documents for the **INSURANCE BROKER OF RECORD SERVICES**, located in Hernando County, as fully and completely as if the same were fully set forth therein:

1. CLARIFICATIONS

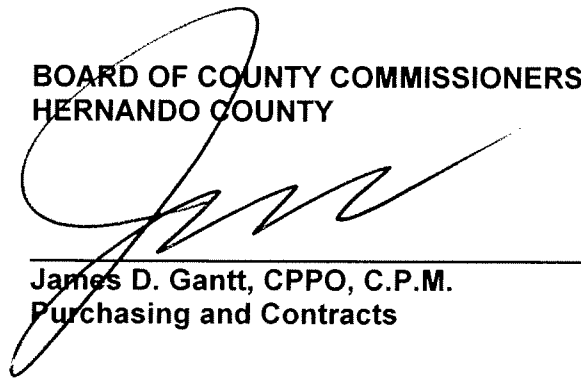
1. Q: Can you clarify on page 14, B.2.f., that the term Employee Benefit Plan Coverage refers to Employee Benefits Liability and not coverage for the Health and Benefits program?
A: Correct; it is an endorsement to General Liability coverage and not Health Insurance.
2. Q: On page 16, B.16. can you elaborate on the evaluation, training and education needs. Is the County's intent that the broker provides them with information in the form of white papers and public entity industry information, or that there be on site training. If on-site training and education, how often does the County anticipate this taking place?
A: White papers, public entity industry information and electronic (DVDs, tapes) are acceptable. Some on-site training may be requested (e.g. driver training, emergency vehicle driving training and harassment training, etc.) on an as needed basis. Proposers should detail what kind(s) of training, if any, is provided by your firm.
3. Q: On page 16, B.17, can you elaborate on what type of assistance you are looking for on replacement values? We can see that item #B. 3. on page 14, you ask for the broker to provide insurance evaluations for newly purchased and refurbished properties. But B. 17 seems to apply to all properties?
A: Page 14, B. 3, the Broker must provide written appraisal values. Page 16, B. 17, the Broker must provide verbal assistance and discussion with the County to determine replacement values of property and equipment.
4. Q: Page 21, Financial References – Is the County looking for banking relationships?
A: Banking Institution(s) and Certified Public Accounting Firms. Also, please see page 23, Item G (last sentence).
5. Q: Can you provide a schedule of your current coverage that includes the limits, deductibles or self-insured retentions and premiums? Can you provide a copy of the most recent statement of values?
A: See Attachment B

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6. Q: Can you confirm what the current broker/agent compensation is and whether it is on a commission basis and includes all domestic wholesale income?

A: *Compensation is 10% commission paid by carrier.*

**BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY**



**James D. Gantt, CPPO, C.P.M.
Purchasing and Contracts**

Acknowledged

Issued: December 7, 2009