

**RFP for Broker/Consultant Services and the Administration of the Owner Controlled Insurance
Program
Questions and Answers**

Question:

Does the Graham Company broker the entire OCIP, or is part of it given to other brokers?

Answer:

The Graham Company is the current administrator of the OCIP.

Question:

In the appendix you have listed the expiration date of projects. Can you give us the start date of construction for those projects, as well as a confirmation that all projects are covered under the existing OCIP?

Answer:

At this time, the start dates of construction are not yet available. Upon award, the Broker of Record for the OCIP will be given the start dates for any OCIP construction projects to be enrolled on or after September 7th, 2012.

Question:

If some projects are not covered under the existing OCIP, is it the Authority's desire to pick up coverage mid construction for those projects that have already started?

Answer:

At this time, that is not the Authority's desire. However, we reserve the right to change our position.

Question:

Does the existing broker's claims services apply to any post construction claims management, or the handling of new claims that may occur under the Statute of Repose?

Answer:

The current broker's claims services is for the handling of new claims.

Question:

Will there be a pre-proposal meeting or conference?

There will not be a pre-proposal meeting or conference.

Question:

Given your experience with your current OCIP, what services do you see being most important from an administrative perspective?

Answer:

The RFP clearly delineates the tasks associated with the administration of the OCIP.

Question:

Is it the intent to seek a renewal of the expiring programs to cover the ongoing construction through completion of those projects in 2014?

Answer:

Yes, however, we reserve the right to change our position.

Question:

What is the expected construction volume over the term for new construction for the renewal program?

Answer:

Please refer to the RFP Appendix for the OCIP project list provided.

Question:

Can you also give us detail on the projects you expect to roll into the new OCIP in terms of start and expiration dates as well as scope of work and construction volume?

Answer:

The awarded Broker of Record for the OCIP will be given the start dates of OCIP construction projects to be enrolled on or after September 7, 2012. Please refer to the RFP Appendix for the OCIP project list for the construction volume.

Question:

Can you give further description of the claims division of your legal department and how you expect them to partner with the Broker?

Answer:

The claims division of the DRPA Legal Department handles claims involving the Traditional Property & Casualty Program. Generally, the Authority's Legal Department is not involved in the daily claim activity for the OCIP.

Question:

On page 7 of the RFP you mention that they Claims division is responsible for the oversight and handling of all claims brought against the Authority. On page 10 of the RFP you mention that the Broker/Consultant will manage all claims and maintain up-to-date communication with Authority's insurance companies.

Is the Authority's claims division responsible for all claims management oversight, and therefore the broker is responsible for initial claim filing and notice, or do you expect the broker to work in partnership with the claims division in providing ultimate oversight?

Are there specific claims services you want the broker to handle and then transfer over to the Authority's claim division?

Answer:

The Authority's claims division has little involvement with the OCIP claims management. Please refer to the RFP which outlines the duties and responsibilities associated with OCIP claims management services.

Question:

Is all of the Authority's counsel in house, or do you expect to reach out to independent third parties. If you do use outside staff counsel, in what capacity?

Answer:

This question is not applicable to the OCIP. The Authority's in-house Legal staff does not get involved with the management of OCIP claims.

Question:

Can you confirm that that there is no expectation for the Broker to provide safety services? If not, are these services provided by the Authority or through another contractual arrangement?

Answer:

The Authority issued a separate REQUEST FOR TECHNICAL PROPOSAL AND PRICE PROPOSAL for Loss Control and Safety Services Consultant for the Authority's Construction Projects. The current Loss Control & Safety Services for the OCIP are a separate contract.

Question:

On page 11 of the RFP, number 8, under Broker/Consultant Services, you mention Surety Bonding. Is the desired scope that of providing specification for bonding of projects and review of bonds submitted by the Authority?

Answer:

Yes, when needed.

Question:

On page 12, number 16, under Administrative Support Services, you request the tracking of certified payrolls. The level of personal information provided in certified payrolls is beyond that required for administration of an OCIP. Can you clarify that the administration is to collect and maintain OCIP payroll records, but not certified payrolls as required by statutory authorities?

Answer:

The certified payroll information would be redacted for collection purposes by the OCIP Administrator.

Question:

Do you have any specific requirements for Information Technology Systems? Are you expecting the data from the expiring OCIP to transfer over to the new system?

Answer:

The RFP does not contain specific requirements for Information Technology Systems. However, the Authority does expect that the OCIP broker will have appropriate IT systems in place to meet the administrative requirements outlined in the RFP.