

Date: July 21, 2021
To: Prospective Proposers
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 1 to Request for Proposal – Comprehensive Insurance Brokerage

Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 1 to the Request for Proposal – Comprehensive Insurance Brokerage, dated June 28, 2021.

This addendum serves as the response to all inquiries received by prospective proposers prior to the question deadline of July 16, 2021.

PROPOSAL SUBMITTAL DEADLINE: Friday, August 6, 2021 4 p.m.

INQUIRIES

1.	Question	What are Cleveland Airport System’s motivating factors for issuing the RFP?
	Answer	The current contract expires 12/31/21
2.	Question	Who is Cleveland Airport System’s current broker & insurance company? How long have they been Cleveland Airport System’s broker & insurance company?
	Answer	Hylant, 8 years
3.	Question	How have Cleveland Airport System’s P&C insurance premiums been affected by insurance marketplace conditions over the past 18 months? Were accurate indications provided well in advance?
	Answer	Premiums have increased with the current marketplace. Yes
4.	Question	Has Cleveland Airport System been satisfied with the marketing process led by the current insurance broker over the past two renewals?
	Answer	Yes
5.	Question	How are data & analytics currently utilized in your insurance and risk management programs?
	Answer	Data & analytics are to used to understand and minimize risk
6.	Question	What is Cleveland Airport System’s total annual spend for P&C insurance?
	Answer	\$575,000
7.	Question	Can Cleveland Airport System share current insurance policies or a summary of the insurance program (including limits, exposures, deductibles and premiums?)
	Answer	This information will be shared with the selected broker
8.	Question	Can Cleveland Airport System share 10 years of loss history for all policies?
	Answer	This information will be shared with the selected broker

9.	Question	How are claims handled internally?
	Answer	Claim form is completed and submitted. Claims are resolved on a case-by-case basis
10.	Question	What kind of loss control services are provided by the current broker?
	Answer	Annual inspections, assessments, recommendations, risk profile
11.	Question	How does Cleveland Airport System evaluate its risk appetite and risk bearing capacity?
	Answer	Annual inspections, assessments, recommendations, risk profile
12.	Question	Who are the decision makers involved; titles and roles?
	Answer	Airport Director, Airport Commissioner, Chief Financial Officer
13.	Question	What are the team's goals for the process?
	Answer	Safety, Loss avoidance
14.	Question	Does Cleveland Airport System risk reporting provide management and the board information needed about top risks and how they are managed?
	Answer	Yes. Top risks are minimized with insurance, resolution and training
15.	Question	How has the pandemic impacted your employee safety and workers compensation programs?
	Answer	Procedures have been employed to protect employee safety
16.	Question	Are you able to provide copies for all policies so that Firm can identify areas where there may exist under-insurance, over-insurance, or where Cleveland may be uninsured? (Firm would plan on providing a comparison for each policy as to where each of these areas fall and what Firm feels they could do to improve upon the current program.)
	Answer	This information will be shared with the selected broker
17.	Question	Are you able to provide last two years of Policy Premiums, Underwriting Company, Deductibles and Loss Summary, by line of coverage or recent executive summary detailing recent renewal outcome? (The reason for this information is so an intelligent plan can be presented to analyze adequacy of retention and loss trending analysis. Also to determine if considering different retentions might be beneficial.)
	Answer	This information will be shared with the selected broker
18.	Question	Are you able to provide a list of any underinsured or not insured losses sustained by Cleveland in the last three years?
	Answer	We have not had any underinsured/not insured assets in the last 3 years.
19.	Question	Are you able to provide Broker Compensation for the past three years, either in the form of commissions and/or fees and/or a combination of the prior two areas? (The reason for this is to understand what the level of service which has been required by Cleveland to service the needs of Cleveland. This will assist in helping Firm to understand the level of service they will need to commit to satisfy Cleveland's future needs.)
	Answer	This information will be shared with the selected broker
20.	Question	Who will be evaluating the written responses from a position standpoint only; this will assist firm in helping to tailor Firm's response to what positions will be sitting on the evaluation committee.
	Answer	A five person committee will evaluate the submittals. Two, of the five people, will be part of the Risk Management Group; the other 3 people

		will be from various areas of the Department of Port Control.
21.	Question	What one area, from a Risk management standpoint, is your greatest fear, i.e. what keeps you up at night from a Risk Management standpoint?
	Answer	Acts of Nature (Storms, Tornados, Earthquakes, Floods)
22.	Question	Are there any future construction projects over \$50M being planned in the near future?
	Answer	Yes.
23.	Question	Does the Airport currently utilize a small business partner/CSB for the Insurance Brokerage Services? If so, what services do they provide?
	Answer	Yes. Risk Management and advisory service