CLEVELAND™
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Date: July 31, 2017

To: Prospective Firms

From: City of Cleveland, Department of Port Control

Subject: Addendum No. 2 to Request for Qualifications – Comprehensive Insurance Brokerage

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Please be advised that the City of Cleveland, through its Director of the Department of Port Control ("Department"), hereby publishes Addendum No. 2 to the Request for Qualifications – Comprehensive Insurance Brokerage, dated June 12, 2017.

This addendum serves as the response to all inquiries received by prospective firms during the pre-qualification meeting held on June 27, 2017. Also part of this Addendum 2, are the responses to all questions received via-email prior to the question deadline of July 5, 2017.

STATEMENT SUBMITTAL DATE: **Monday August 14, 2017**
4 p.m. local time

INQUIRIES

1.	**Question**	Please advise the name of the current insurance broker.
	Answer	**Hylant Group Inc.** **6000 Freedom Square Drive, Cleveland, OH**
2.	**Question**	Provide a list of the current coverages in place, by carrier and expiration date.
	Answer	**Aviation General Liability – A/G 8/31/17** **Property & Mobile Equipment – Affiliated FM 8/31/17** **Primary Business Auto – Scottdale 8/31/17** **Excess Auto (On & Off Site) – Scottdale 8/31/17** **Excess Auto (Off Site) – Navigators 8/31/17**
3.	**Question**	Approximately how many cars are considered "company cars"?
	Answer	**Approximately 10 – 12 cars.**
4.	**Question**	When does the current Insurance Brokerage contract expire?
	Answer	**The current contract expires December 31, 2017.**
5.	**Question**	In 2.1 Q20, there is mention of a site visit – is this property or casualty focused? How many buildings (and what types) will be visited? Is there a report format that you prefer?
	Answer	**Property Focused. Airport Terminal.**
6.	**Question**	Can you please let us know the number of hours and type of risk control services (property, casualty, other) currently being provided by your broker and/or

		carriers?
	Answer	**150-200 hours annually. Property-Engineering Loss Control; Casualty-Safety Loss Control**
7.	**Question**	What current Safety Management initiatives does the Airport have underway right now where assistance may be needed in implementing?
	Answer	**Driver Safety Program; Escalator voice safety commands**
9.	**Question**	Is there additional service, or service improvements, that you would like to see from broker claim support?
	Answer	**None at this time**
10.	**Question**	What current Post Injury or Claims Management initiatives does the Airport have underway right now where assistance may be needed in implementing?
	Answer	**N/A**
11.	**Question**	Are there any legacy claim issues that you would like for us to address in our response?
	Answer	**N/A**
12.	**Question**	Can you please provide 5 years of WC/GL/Auto loss information, by claim, in spreadsheet format, with as much detail, per claim, as possible?
	Answer	**5 Auto claims; 17 GL claims; past 5 years**
13.	**Question**	When was the last time Business Interruption (including a policy wording review)/SOV reviews, were undertaken?
	Answer	**Done annually**
14.	**Question**	Please confirm submission delivery requirements. Will you accept just an e-mail submission/PDF? Or are paper submissions required in addition to e-mail? Do we need to send a flash drive/CD as well?
	Answer	**E-mail submission is permitted. If you submit online, paper copies and a flash drive are not necessary.**
15.	**Question**	Is there a size limit on the electronic file your e-mail will accept?
	Answer	**5mb. We suggest putting it on dropbox or onedrive and sending a link.**
16.	**Question**	Who is the incumbent broker? How long have they been the incumbent broker?
	Answer	**Hylant Group, Inc. They have been the Airport broker for approximately 4 years.**
17.	**Question**	When was the last time you made a broker change?
	Answer	**Approximately 4 years ago.**
18.	**Question**	Please confirm broker compensation paid including all fees, commissions and contingent commissions.
	Answer	**N/A**
19.	**Question**	Please confirm estimated number of loss prevention hours required.
	Answer	**150-200 hours per year**
20.	**Question**	Please confirm estimated number of claim files reviews desired and number of files reviewed.
	Answer	**N/A**

21.	**Question**	Please confirm estimated number of claim audits required and number of files to be audited.
	Answer	**N/A**
22.	**Question**	Please confirm estimated number of contracts/leases to be reviewed annually.
	Answer	**30-40 Annually**
23.	**Question**	Please confirm estimated number of meetings broker is expected to attend annually.
	Answer	**As needed**
24.	**Question**	Please confirm estimated number of certificates received by the Airport. Please confirm estimated number of certificates broker is expected to review.
	Answer	**Estimate at 200**
25.	**Question**	Can we get a copy of the latest Planning & Marketing Report (s) as referenced under Section 2.1 Scope of Services A2i?
	Answer	**Not available at this time.**
26.	**Question**	Can we obtain copies of current policies (including deductible information), recent insurance proposals and a schedule of coverages as referenced under Section 2.1 Scope of Services A5 & A6?
	Answer	**N/A**
27.	**Question**	Can we obtain a current copy of any special handling instructions as referenced under Section 2.1 Scope of Services, A16iii?
	Answer	**Not available at this time.**
28.	**Question**	Can we obtain a copy of the most recent benchmarking data most recently relied upon as described under Section 2.1 Scope of Services A18ii?
	Answer	**Not available at this time.**
29.	**Question**	Can we obtain a copy of the most recent Risk Analysis Report as referenced under Section 2.1 Scope of Services A20?
	Answer	**Not available at this time.**
30.	**Question**	Which of the policies are currently on a multi-year policy endorsement as referenced in Section 2.2 (d) Requested Special Provisions?
	Answer	**None**
31.	**Question**	What additional special events need to be considered other than those listed (plane pulls, airshows, automobile race, etc.)?
	Answer	**None**
32.	**Question**	Can we obtain a current copy of the claims schedule referenced in Section 2.3 Claims Service?
	Answer	**Not available at this time.**
33.	**Question**	Regarding all lines of coverage – have any carriers issued a notice of non-renewal?
	Answer	**No**
34.	**Question**	Environmental, Cyber Security/network Privacy and terrorism were described as areas of potential interest. Are there any additional areas your team has identified as high priority?
	Answer	**Not at this time.**

35.	**Question**	What is the time line for Oral Presentations? Final decision?
	Answer	**Undetermined at this time**
36.	**Question**	What types of personally identifiable information (PII) or protected health information (PHI) do you process, manage or store? Appropriate number of unique records?
	Answer	**N/A.**
37.	**Question**	What types of personally identifiable information (PII) or protected health information (PHI) do you process, manage or store? Have you executed a merchant services agreement?
	Answer	**N/A.**
38.	**Question**	Have you explored network security and privacy liability insurance in the past? If so, how far along did you get and why did the process end?
	Answer	**N/A.**
39.	**Question**	Do you require vendors to carry professional liability (where applicable) and/or network security and privacy liability in your contracts? Who is reviewing those contacts?
	Answer	**Yes Our current broker handles the reviews**
40.	**Question**	Do you have an Incident Response Plan (IRP)? If so, have you tested it?
	Answer	**Yes. Yes.**
41.	**Question**	Have you or any of your vendors who process, store or manage PII or PHI, on your behalf, ever had a data privacy incident (a breach)? If yes, please provide details.
	Answer	**N/A.**
42.	**Question**	Does the airport outsource the operation & management of its tank farm? And if so, do they require that vendor to carry Pollution insurance?
	Answer	**No**
43.	**Question**	Does the airport require any of its vendors to carry Pollution insurance such as car rental or other entities who have their own fuel storage supply?
	Answer	**Yes**
44.	**Question**	Regarding airport improvement plans – Did the airport (or its contractors) conduct any environmental studies? (For example, an environmental impact study and/or Phase 1 ESAs or Phase II studies.) If so, can we obtain a copy of the reports?
	Answer	**Yes, environmental studies were conducted. No, the report is not available at this time.**
45.	**Question**	Has the airport evaluated Environmental/Pollution coverage in the past? If so, how far along did you get and why did the process end?
	Answer	**Yes**