




WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
600 Fifth Street, NW, Washington, DC 20001-2651

**AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT**

1. AMENDMENT/MODIFICATION Amendment 001		2. EFFECTIVE DATE August 27, 2015	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Steve Hussey – (202) 962-1528		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR NAME AND ADDRESS  (Street, city, county, state, and Zip Code)		6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> Amendment Of Solicitation No. <u>CQ16019</u> Date <u>8/14/15</u> (See block 7)  <input type="checkbox"/> MODIFICATION OF CONTRACT NO. _____ Date _____ (See block 9)	
7. <input checked="" type="checkbox"/> THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning _____ copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. <input type="checkbox"/> Supplemental Agreement is entered into pursuant to authority of It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION  1). This Amendment answers Questions as proposed by Prospective Offerors. Answers are provided on Page 2 of this Amendment.  2). All other terms and conditions remain unchanged. Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.			
11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE.		<input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT	
12. NAME OF CONTRACTOR/OFFICE  BY _____ (Signature of person authorized to sign)		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  BY  (Signature of person authorized to sign)	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print)	17. DATE SIGNED
		Allison Robertson, MBA, CFCM	8/27/15

**RFP No.: FY16-RISK-CQ16019/STH**  
**Insurance Brokerage Services**  
**Surety and Risk Management Consulting Services**  
**Questions and Responses**  
**Amendment Number 1**  
**August 27, 2015**

## **General Questions**

**1. QUESTION: General:** Please provide copies of all policies included in this RFP?

**RESPONSE:** WMATA will not provide copies of its current insurance policies for this RFP. A schedule of the current insurance program with the types, limits, and deductibles/SIRs was provided in the RFP.

**2. QUESTION: General:** Please provide annual premiums for all policies included in this RFP.

**RESPONSE:** Premium information will not be provided.

**3. QUESTION: General:** What is the current broker compensation structure and amount? If broken out by fees for service, please provide these fee amounts.

**RESPONSE:** The current broker compensation structure is commission only. The percentages and amounts are confidential.

**4. QUESTION: General:** As regards the format of our proposal submission, please confirm the proposals are to be sent on 14 distinct USBs and with no corresponding paper copies.

**RESPONSE:** Correct.

**5. QUESTION:** As regards the format of our proposal submission, please confirm the proposals are to be sent on 14 distinct USBs and with no corresponding paper copies.

**RESPONSE:** Correct. 14 distinct USBs or 14 distinct CDs; with no corresponding paper copies.

**6. QUESTION:** What is the premium history, by line of coverage for the current and past 4 years?

**RESPONSE:** Premium information is confidential and will not be provided.

**7. QUESTION:** Please provide the claims experience (5 year loss runs) for Property and Liability lines of coverage by line.

**RESPONSE:** All Property and Liability losses over the past five years have been within the deductibles/SIRs. WMATA does not have loss runs for losses within our deductibles/SIRs.

**8. QUESTION:** Please provide the commissions history for the current and past 4 years for Property and Liability lines of coverage by line.

**RESPONSE:** Past broker compensation percentages and amounts are confidential and will not be provided.

**9. QUESTION:** Please provide the insurance program structures, including insurance carriers, limits, retentions and deductibles by Property and Liability line for the current and past 4 years.

**RESPONSE:** A schedule of the current insurance program with the types, limits, and deductibles/SIRs was provided in the RFP. This information, along with operational information available on [www.wmata.com](http://www.wmata.com), should be sufficient basis for a proposal.

**10. QUESTION: 4. Qualified Personnel and Management Team**

c) Each consultant who will provide risk management services covered by this contract shall be credentialed in his/her field of expertise and never have had his/her license suspended or revoked.

Are there any specific credentials and/or certifications WMATA prefers personnel have for risk management services?

**RESPONSE:** Credentials and certifications in the respective consulting areas are always a plus.

**11. QUESTION: Page 77 - Risk Management Consulting Services**

“Risk management consulting work, at the discretion of the Authority, will be issued on a task order basis.”

Is the Authority willing to consider a full-time presence to provide general oversight and provide all specialty services?

**RESPONSE:** No.

**12. QUESTION:** How many train and bus maintenance facilities are there within WMATA?

**RESPONSE:** We have eight (8) rail and 11 bus maintenance facilities.

**13. QUESTION:** If selected, will our team have access to previous assessments conducted on behalf of WMATA?

**RESPONSE:** Yes.

**13. QUESTION:** Please provide the property engineering reports for the current and past 4 years.

**RESPONSE:** Property engineering reports will not be provided; they are not necessary to respond to this RFP.

**15 QUESTION:** Can you please identify the names, roles and titles of the persons at WMATA who will be involved in the brokerage selection decision?

**RESPONSE:** No.

**16. QUESTION:** Can the selected broker take intermediary and 3<sup>rd</sup> party commissions?

**RESPONSE:** It is WMATA's intent that any such commissions, if received, be reported and deducted from the established broker fee.

**17. QUESTION:** How much has WMATA paid in commissions/Fees per line of coverage for the last 3 policy terms?

**RESPONSE:** Past broker compensation percentages and amounts are confidential and will not be provided.

**18. QUESTION:** What is the current hourly rate for safety and ergonomics contract? How many hours were proposed for the last contract term by the current contractor?

**RESPONSE:** Current hourly rates are confidential and will not be provided. The number of safety and ergonomics hours in the current contract will not be provided and is not required to respond to this RFP.

**19. QUESTION:** What is the current hourly rate for the property loss control contract? How many hours were proposed for the last contract term by the current contractor?

**RESPONSE:** Current hourly rates are confidential and will not be provided. The number of property loss control hours in the current contract will not be provided and is not required to respond to this RFP.

**20. QUESTION:** Has WMATA identified any terrorism security threats within the last 5 years?

**RESPONSE** This information is not necessary to respond to this RFP.

**21. QUESTION:** Which percentage of the selection will be based on price vs. technical merit?

**RESPONSE:** There are no assigned percentages, but technical merit will weigh more heavily than price.

**22: QUESTION:** If an Oral presentation is requested by WMATA who from WMATA will be present?

**RESPONSE:** The Director, Risk Management; the Insurance Manager; and an associate general counsel.

**23: QUESTION:** Is the D&O/EPL limit blended for the full \$15M or is the EPL sub-limited?

**RESPONSE:** Blended.

**24 QUESTION:** Is coverage provided for the Metro Transit Police under the D&O/EPL policy?

**RESPONSE:** Yes.

**25. QUESTION:** Can you provide a summary of your employee workforce? (exempt vs non-exempt, and union vs non-union)

**RESPONSE:** Approximately 90% union and 10% non-union.

**26. QUESTION: Information Requested:** The most recent Total Cost of Risk Analysis completed for WMATA.

**RESPONSE:** No TCOR analysis has been done.

**27. QUESTION: Information Requested:** Premium history for all lines of coverage going back to the 2010 policy year.

**RESPONSE:** Premium information is confidential and will not be provided.

**28. QUESTION: Information Requested:** Current Excess Liability Tower Schematic.

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**29. QUESTION: Information Requested:** Current Property Tower Schematic (Mud Map)

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**30. QUESTION: Information Requested:** Current loss runs: Excess Liability, Property, Fiduciary, Employment Practices, Directors and Officers, Crime, Medical Facilities Liability and Pollution Liability.

**RESPONSE:** All property/casualty losses over the past five years have been within the deductibles/SIRs. WMATA does not have loss runs for losses within our deductibles/SIRs.

**31. QUESTION: Information Requested:** Current policies: Excess Liability (lead Policy), NCBR, Property (lead Policy), Directors and Officers, Employment Practices, Cyber, Crime, Medical Facilities, and Pollution.

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**32. QUESTION: Information Requested:** All applications, statements of values and attachments utilized in the latest insurance renewal for all lines of coverage

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**33: QUESTION: Information Requested:** Privacy Policy utilized with 3<sup>rd</sup> parties, vendors and contractors: Total number of Personally Identifiable Information, Personal Health Information, Credit Card/Payment information.

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**34: QUESTION: Information Requested:** WMATA's standard Vendor/contractor Agreement: WMATA's most recent property loss control recommendations

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**35. QUESTION: Information Requested:** WMATA's most recent safety and Ergonomic recommendations

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**36: QUESTION: Information Requested:** WMATA's Business Income Worksheet or statement showing values.

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**37: QUESTION: Information Requested:** Please forward a summary of WMATA's security parameters and details on how these have changed in the last 10 years

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**38: QUESTION: Information Requested:** Due to corporate policies we are unable to submit documents on USB drives, so would it be possible to submit proposals by CDs or by email?

**RESPONSE:** 14 distinct USBs or 14 distinct CDs. No emails.

**39: QUESTION: Information Requested:** Information request for Excess Liability/RR Force & RR Protective line of coverage:

- Schedule of Insurance.
- Latest Application.
- 10 year loss history.
- Copy of lead liability policy form.
- Is there a captive and is it utilized in the Excess or RR Programs.

**RESPONSE:** This information is confidential and will not be provided. Furthermore, it is not required to respond to this RFP.

**40: QUESTION: Information Requested: FINPRO lines of coverage:**

- Will you provide copies of the management liability policies?
- Has WMATA experienced any claims on any of the management liability lines? Can we get copies of loss runs?
- Please provide updated employee count and plan assets, including for defined benefit plans and defined contribution plans.
- Please provide the names of your management liability insurers.

Please provide the number of personally identifiable information (PII) records and payment card industry (PCI) records.

**RESPONSE:** This information is confidential and will not be provided.

**41: QUESTION: Information Requested: Can WMATA please supply a current listing of assets which may be required to be valued?**

**RESPONSE:** This information is confidential and will not be provided.

**42: QUESTION: Information Requested: Does WMATA have written guidelines on the type of appraisal (methodology) which it requires for assets or classes of assets?**

**RESPONSE:** This information is confidential and will not be provided.

**43: QUESTION: Information Requested: Can you provide fleet information, i.e., # of vehicles by type?**

**RESPONSE:** This information is confidential and will not be provided.

**44: QUESTION: Information Requested: Are you looking for loss control services around the safe operation of these vehicles as an integral part of this RFP?**

**RESPONSE:** This information is confidential and will not be provided.

**45: QUESTION: Information Requested: Are there guidelines for timing (getting appraisals performed) once request are made to value a location or sets of assets?**

**RESPONSE:** This information is confidential and will not be provided.

**46: QUESTION: Information Requested: Please describe the procedures performed that are covered by the Medical Facility Liability Policy listed and provide a copy of the latest renewal application or submission and policy.**

**RESPONSE:** This information is confidential and will not be provided.

**47: QUESTION: Information Requested: Please describe the locations and operations covered by the Pollution Liability Policy and provide a copy of the latest renewal application or submission and policy.**

**RESPONSE:** This information is confidential and will not be provided.

**48: QUESTION: Information Requested: Please confirm if there are any current Wrap-up programs in effect and if so provide project details (location, term, project cost etc.)**

**RESPONSE: This information is confidential and will not be provided.**

**49: QUESTION: Information Requested: On page 7 of the RFP doc, you state the following (emphasis added):**

“Insurance Brokerage Services are broken out in three categories: Property (including Terrorism and NBCR); Liability (including general and excess liability, workers’ comp, pollution, railroad protective, **other liability**); and Management Liability (including D&O/EPLI, crime, fiduciary, cyber, **other financial/professional**).”

Specifically what is meant by “other liability” and “other financial/professional”?

**RESPONSE: Please refer to Attachment “A” of the Request for Quote (RFP).**

**50: QUESTION: Information Requested: On page 77 you state the following (emphasis added):**

For the purpose of this RFP, Insurance Brokerage Services are apportioned as follows:

- 1) Property Insurance, **including but not limited to** insurance covering the risk of damage to property of the Authority, including business interruption, inland marine coverages, certain Ocean Marine coverages and builders risk Insurance programs.
- 2) Liability Insurance, **including but not limited to** general liability/excess liability Insurance placements, pollution liability, professional liability, railroad protective liability, workers’ compensation, wrap-up Insurance, and surety bonding.
- 3) Management Liability Insurance, **including but not limited to** directors and officers Insurance, EPL, Crime, Cyber Risk, and Fiduciary Insurance products.

You mention for each of the 3 services that they are “including but not limited to” certain risks or coverages that you then list. Generally in a fixed price contract the services are agreed to in advance. By stating things this way, are you suggesting that any additional coverages that you might require at a later point during the contract period must be added/placed with no corresponding fee adjustment?

**RESPONSE: Please refer to Attachment “A” WMATA current coverage corresponds to the brokers fee not the policy premiums of the Request for Quote (RFP).**



