



Request for Proposals (RFP) For Insurance Brokerage Services
Addendum #1

Release Date: October 20, 2017

The following is a list of responses to questions submitted by prospective respondents ("Respondents") to the Request for Proposals (RFP) For Insurance Brokerage Services. A copy of the RFP is available at: https://esd.ny.gov/doing-business-ny/requests-proposals

Request for Proposals (RFP) For Insurance Brokerage Services - Responses to Questions

Table with 3 columns: No., Question, Answer. Contains 8 rows of questions and answers regarding insurance brokerage services.



No.	Question	Answer
9	Does ESD currently do monthly, quarterly and/or annual insurance claim reviews?	Claims reviews are currently conducted on a quarterly basis. We expect the selected respondent to manage claims reviews as appropriate.
10	Do the current insurance carrier(s) offer dedicated loss control services?	No
11	Is the fee contemplating only the corporate insurance program which is summarized on page 5?	Yes
12	Are any future development projects outside the scope of work for this RFP?	Please see our response to Question #6
13	Provide details on what services from your broker will be required, if any, for the ongoing development by CCDC on the Javits Center and MSDC on the Farley Building project. It states all insurance is in place for both projects, but will you be requiring any services including claims, loss control, contract review, audit reviews, etc. on a going forward basis?	We will not be requiring additional services on the CCDC and/or MSDC projects
14	Can you provide any information on potential new development work in the next 5 years?	Please see Question "12" above
15	Can you estimate the number of contracts reviewed on an annual basis?	Approximately four (4) or five (5) per month, including RFPs.
16	Can you provide the number of claims per year?	Approximately 50 per annum, the majority of which are for reporting purposes only.
17	Does ESD purchase Cyber Liability or Fiduciary Liability?	We currently do not purchase Cyber Liability, but are considering options. We do not purchase Fiduciary Liability; employee benefits are handled by the State of New York
18	Please confirm that the subsidiaries listed are currently covered under the ESD Directors & Officers Liability/Employment Practices and Cyber Liability.	Yes, with respect to D&O; cyber is duly noted above.



No.	Question	Answer
19	Please confirm current Self Insured Retention levels on the current D&O policy	The self-insured retention for New York State Urban Development Corporation d/b/a Empire State Development is \$100,000.
20	Please list a Schedule of insurance, including effective dates, insurance carriers and premiums.	Please refer to responses to questions 1 & 3 above.
21	Please furnish a summary loss history/claim counts by line of coverage.	See comment to question #16; loss history will be provided to the successful respondent.
22	Please furnish your Annual Payroll.	We will furnish subject information to the selected respondent.
23	Schedule of property values including COPE (Construction Occupancy Protection Exposure) information.	We will furnish subject information to the selected respondent.
24	Automobile exposure –what are the 5 vehicles used for? Are they assigned to an individual or are they pool vehicles?	Pool vehicles transport ESD employees to selected project sites and/or project meetings, ESD business, etc.
25	How many major construction projects are expected to be reviewed annually?	Unknown at this time.
26	How many contracts expected to be reviewed annually?	Please refer to comment for question #15.
27	What types of additional risk management and insurance consultation services and special projects may be requested?	All required risk management and insurance consultation services are included in the scope of services; We are not aware of any special projects at this time.
28	How many property inspections are expected to be conducted annually?	The selected respondent will be expected to review our property policies and portfolio and identify which properties need to be inspected.
29	Are ESD’s subsidiaries included in the summary of current insurance program listed on page 5?	ESD subsidiaries are included in the summary of current insurance program listed on page 5 of the RFP; Some subsidiaries have their own insurance, as noted on pages 3 and 4 of the RFP.
30	Once the NY Convention Center and Moynihan Station projects are completed will ESD be responsible for insuring them?	No



No.	Question	Answer
31	Is having a MWBE mentorship program a required qualification for participation?	Respondent is not required to submit a mentor-protégé agreement, but will forfeit the 5 points that will be received should they successfully submit a mentor-protégé agreement. Respondents that do successfully submit a mentor-protégé proposal will receive the 5 points.

<u>Line of Insurance</u>	<u>Insurance Policy Limits</u>
Directors & Officers Liability / Employment Practices Liability	\$3 million aggregate coverage/shared limits Deductible: \$100,000
Commercial General Liability	\$1 million per occurrence/\$2 million general aggregate Deductible: First Dollar
Workers' Compensation	Workers' Compensation NYS Statutory Limits Employers Liability Limits: \$1,000,000 Bodily Injury each Accident \$1,000,000 Bodily Injury by Disease – Policy Limit \$1,000,000 Bodily Injury by Disease – Each Employee
Excess Umbrella Liability	\$30 million general aggregate Deductible:\$10,000
Real & Personal Property	\$24 million total coverage Deductible \$25,000
Automobile Liability	\$1 million aggregate coverage/ \$1 million per occurrence Deductible:\$1,000
Employee Crime & Dishonesty	\$5 million per occurrence Deductible: \$50,000