



Insurance Consulting – Liability, Property, LODA, WC  
RFP No. 100161-FY15-01  
Addenda No. 2

1. Section 3 Part C 1 states that ...*the consultant must not either sell or underwrite any line of commercial or personal insurance.*

We interrupt that statement to mean that a firm that places commercial insurance for its clients would not qualify. We also consult and consult only (no placements) for clients. We can reply to this RFP if we are acting in a consulting role only for Leesburg. We cannot reply if we are disqualified because we place insurance for other clients. As the RFP reads; only a consultant firm with no brokerage capabilities would reply to this RFP. Please clarify.

**Operating objectives of the Town include promoting as much competition as possible and ensuring full transparency of all business transactions. To comply with these objectives, we expect the following:**

**The firm's primary business cannot be sales, underwriting or brokerage services. The firm cannot directly sell insurance to the Town of Leesburg. Any potential areas where indirect sales through commissions or otherwise that may be recommended based on the stated scope of services in the RFP must be fully disclosed in your proposal.**

2. Correction of addition to the LODA requirement that was added in Addenda 1. Replace with:

Addition of Section III.3.B.1) LODA, Recurring Services to page 4 as follows:

- Assist Town with coverage availability for LODA concerns based on knowledge of legislative changes.
- Annual Review and communication regarding available options and cost.
- Stay abreast of all options available to the Town and communicate the same annually.

3. Can the due date be extended for one or two weeks?

Unfortunately, because of the current contract expires on June 30, 2014, an extension is not possible without a potential lapse in coverage.

4. Section X does not reference any large retentions, loss sensitive rating plans or self-insurance. Can you provide additional information regarding the request in Section III - workers compensation and general liability IBNR and self-funding analysis?

**The Town does not currently have large retentions, self-insurance, etc., on any lines. However, we have reviewed such in the past. Moving forward we want to know the capabilities of the proposer to respond to these areas, should we move to these types of plans.**

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