

Johnson County Courthouse

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Johnson County Commission

Troy A. Matthews
Presiding Commissioner

John L. Marr
Commissioner, Eastern District

Charles Kavanaugh
Commissioner, Western District

Diane Thompson
County Clerk

Posted: September 18, 2023 at 2:15 p.m.

ADDENDUM #1: REQUEST FOR QUALIFICATIONS – Insurance Broker of Record (Property and Liability)

QUESTIONS & CLARIFICATIONS SUBMISSION DEADLINE: 1:30 p.m. (CDST) on Monday, Sept. 18, 2023
SUBMITTAL DEADLINE: 1:30 p.m. (CDST) on Tuesday, October 3, 2023

This Addendum 1 to the RFQ addresses changes and questions received. The Firm shall indicate receipt of this Addendum and any previously issued Addenda by signing the form(s) for inclusion with the proposal response. Revisions to pre-existing language are indicated by strike through for deletions or underlining for insertions. Responses are notated in **red**.

CHANGES

Revisions to pre-existing language in, are indicated either by strike through for deletions and underlining for insertions.

No changes are issued.

QUESTIONS

Responses are notated in **red**.

1. Are you looking for a P & C quote for the County?
Johnson County is requesting to receive Broker Qualifications, and once that relationship is established, quotes for coverage would follow.
2. Page 2 of 7 – The top of page 2 states that Johnson County would like (1) electronic copy of the submittal. The bottom of page 2 states that submittals cannot be emailed. Please clarify how Johnson County would like to receive the electronic copy of the submittal.
The electronic copy could be provided by a USB drive or, if needed, could be sent by email AFTER the sealed bids have been opened.
3. Page 4 of 7 – Item 1.23. – Please clarify that you are not requiring any costs at this time.
Pricing is not requested with the submittal of this Request for Qualifications.
4. Page 7 of 7 – Item I. – Addendum – Please clarify if Johnson County is expecting to add any additional addendums OR is this section where our agency can provide supplemental information pertaining to our qualifications?
Addendums are to provide clarification to the Request for Qualifications. If the Broker has additional information to be provided pertaining qualifications, it could be included in “E. Broker Qualifications,” or addressed in the cover letter of interest.

5. Specific Formatting for Qualifications Response – Please advise if Johnson County has a specific document our office needs to utilize for our qualifications response OR if we need to develop our own document.

Johnson County will not be providing a response form. The responses to the Request for Qualifications must be assembled and labeled specifically in the order as identified in Section 3. This specificity is required to assist scoring team locate and score the same information for each response.

6. Are introductory visits available with the County Commission prior to the RFQ Opening?

Although you are welcome to come and introduce yourself, no part of the RFQ or details of your potential submittal should be discussed during that correspondence. Any questions regarding the RFQ, should be submitted in writing before the questions and clarifications deadline 1:30 p.m. (CDST) on Monday, September 18, 2023.

7. Will workers' compensation be included in this broker of record, or will it be addressed separately? What carrier currently has the work comp?

Workers' Compensation Insurance will not be included in services by this Broker of Record RFQ. The current WCI carrier is Missouri Rural Services.

8. How does the County currently provide training and education to employees regarding risk management, safety, and insurance related matters?

The County does not have an existing employee training and education program for risk management, safety, and insurance related matters.

9. What specific performance metrics does the County track to assess the effectiveness of its risk management and insurance programs?

The County has not tracked performance metrics.

10. Are there any new initiatives that have been identified to improve the overall risk landscape?

The County recently (Summer 2023) began planning for implementation of employee training and education regarding risk management and safety for Road and Bridge employees, but it has not been implemented fully at this time.

END OF ADDENDUM 1

This addendum shall become a part of the RFQ and should be returned with any submitted qualification.

Responder: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____