

DATE: April 23, 2020

TO: All Prospective Proposers

FROM: Sharon Barry, Director
Office of Procurement and Business Affairs

RE: Addendum Number One to UMGC Solicitation 91787 – Insurance Broker Services

This Addendum is the result of questions received from prospective proposers and amends the above referenced Solicitation document.

1. Will the timeline outlined in the RFP be impacted by the COVID-19 pandemic? **We do not anticipate any delays in our timeline.**
2. When will responses to these questions be posted so that Offerors may consider and include in their responses? **Responses will be posted as soon as practicable and not more than one week after the question deadline.**
3. What firms were solicited for a response to this RFP? In accordance with V.C.5(b) of the University System of Maryland Procurement Policies and Procedures, **“A register of proposals shall be prepared identifying each proposer submitting a proposal. The register shall not be disclosed prior to the award.”**
4. Are there any service issues with your current broker that is leading to this RFP being released? **This is a new service. We do not have a broker for insurance services outside of those policies that are purchased and managed by the Maryland State Treasurer’s Office.**
5. Do you compensate your current broker via a fee for insurance placement or are they compensated via the commissions built into policies? **See #4. As part of the proposer’s submission, we are requesting that you describe how you are compensated (fee or commission).**
6. We noted the publicly available commercial insurance policy information on the treasury site. Can you provide a schedule of insurance policies relevant to this RFP that are placed in the commercial marketplace including carrier, limits, deductibles/retentions and premium? **This information is available on the Maryland State Treasurer’s Office website. All other insurance information will be provided to the awarded vendor.**

7. Can you expand upon your request for information regarding a “cost of risk assessment/gap analysis” beyond what is outlined in section 4.2 of the RFP? **Specifically, UMGC desires an enterprise-wide risk assessment of its stateside and overseas operations which includes, but is not limited to, the following: distance learning, military and international operations, and financial operations. The University seeks a partner who can procure and manage property and casualty insurance, professional liability, cyber liability and campus risk management programs, as well as other related services. The ability to provide detailed analytics is also desired. Your price should include the costs of all anticipated personnel, materials, proprietary tools, and travel needed to provide the assessment. This does NOT include the cost for recommended insurance that arises from the assessment. However, we are requesting a description of how you are compensated for placing coverage.**
8. Is there a risk management program/framework currently in place? If so, can it be shared? **The current risk management program for UMGC is managed by the Maryland State Treasurer’s Office, Insurance Division. UMGC can purchase and manage its own insurance through broker services. More details will be provided to the awarded vendor.**
9. Is there a risk register in place, and can they share it? **We do not have any information about a risk register currently.**
10. Has data within the university system been analyzed and categorized? **No.**
11. Can you provide scope of university system in terms of schools/departments to be analyzed? **See Scope of Work in the Solicitation.**
12. Is there a list of all third-party providers? **N/A**
13. Have third party provider assessments/audits been conducted? If so, can findings be shared? **N/A**
14. Are any cybersecurity firms, or managed third party providers currently being used? If yes, can you share for what services, assessments and any detailed reports/findings? **There are no cybersecurity firms or managed TPAs being used at this time.**
15. Have there been any cyber breaches within the last 1 – 3 years? If so, can you share details? **That information, if any, will be provided to the awarded vendor.**
16. What are current cyber insurance limits and coverages? Possible to review policy? **Currently, there is no cyber insurance in place.**
17. [May we be provided] A summary of retention, limits, premiums etc. **This information will be provided to the awarded vendor.**
18. [May we be provided] A full portfolio of your insurance coverages and policies. **This information will be provided to the awarded vendor. (see #6)**
19. [May we be provided] The latest actuarial report. **If available, this information will be provided to the awarded vendor.**

20. [May we be provided] Loss runs over the past 5-year period. **If available, this information will be provided to the awarded vendor.**
21. [May we be provided] Property schedule of values. **If available, this information will be provided to the awarded vendor.**
22. Does UMGC utilize a TPA for resolution of claims or handle internally? **No.**