

RFP for Insurance Brokerage and Risk Management Services

1. Can you please provide a list or copies of current policies in force and renewal dates? What are the current programs structures, policy limits, retentions/ deductibles, premiums and carriers?

We have attached our present real property insurance coverage to this document which will include answers to our various coverage amounts and costs for our insurance.

2. Is there a specific reason the City of Rome decided to issue this RFP or is it solely based on the fact that the incumbent broker's contract is up?

The City of Rome traditionally issues an RFP every 3-4 years to maintain competitive pricing and meet changing demands of the city.

3. Can you please provide a list of current properties insured, along with address, square footage, any environmental or engineering reports and construction type?

Attached to this document is our present insurance policy and that provides the list of addresses covered and the various protections they possess.

4. How did the City determine its current limits of insurance of deductible levels are appropriate?

The City has historically requested quotes for several different coverage limits and SIRs/deductibles. We then pick a plan based on several criteria including, but not limited to: pricing, claims history, and the advice of our broker.

5. Could you please provide a list of top priorities for the City of Rome as they relate to insurance and risk management?

The City of Rome's top priorities in evaluating proposals would include:

Expertise in municipal risk management; a brokerage with experience in working with municipalities and public sector clients. Understanding the unique risks a city face such as regarding infrastructure, liabilities, public safety, and cybersecurity threats.

Customized Solutions in which we possess a broker who can develop tailored insurance and risk management strategies specific to the needs of the City of Rome that are supported by thorough risk assessment and innovative approaches to mitigation efforts.

Cost efficiency and savings where the City can secure a cost-effective coverage without compromising the quality of the protection.

Proactive claims management and support with our partner so as to bring about prompt resolution while minimizing liability to the City of Rome.

Strong communication and accessibility with the brokerage who will maintain responsive communication, regular updates on policy reviews, market changes, and risk trends to keep the City of Rome well-informed.

6. Does the City of Rome self-insure for Worker's Compensation Insurance and what is your current broker's involvement in helping manage that?

The City of Rome is self-insured for Worker's Compensation Insurance through **PMA Management** while **CH Insurance** serves as a consultant for the policy working alongside or treasury office regarding liability and budget reserves. Additionally we have a stop loss carrier **Midwest** that pays out on claims beyond the Workers Compensation threshold and **Amwins** serves as the intermediary between the City and our stop loss carrier.

7. Would you please provide a summary of loss prevention services offered by the current broker?

The present broker offers a few different loss prevention services that are divided into core, enhanced, and specialized services. Core services include a Safety Resource Library for a variety of safety materials, push notifications for notices on changing health and safety regulations, a help desk for answering compliance information, and risk management seminars. Enhanced services are the semi-annual loss prevention meetings for training, auditing, and compliance assessment, a loss control marketing profile that reports back on our safety and loss control activities to help with pricing and coverage, and a review and negotiation of carrier lost control recommendations. Lastly the specialized services range significantly and are available upon request, but the City in the past has asked them to provide: driver safety training, building valuations, and participate in our accident review committee.

For a more comprehensive and explanatory list of the services offered by our current broker, we have attached a document from them to explain further.

8. Who is the current broker/ advisor? What is the annual fee/ commission structure? How long have they been the broker?

Haylor, Freyer & Coon Inc. They are compensated through a commission structure of 15% of premiums through most lines. They have been our broker for four years. Our current broker is compensated by commission.

9. Please advise your current broker's total compensation?

Our broker is compensated by 15% of premiums for most lines with the current carrier, totaling just under \$100,000.

10. Can you provide detail on any OCIP in place for construction, limits, time frame on completion?

There is currently no OCIP in place for construction on the part of the City.

11. Would the City be able to provide a current Statement of Values (SOV) for its property Schedule/Portfolio?

Attached to this document you will find a Statement of Values form that addresses this question.

12. Will you share a schedule of City's vehicles?

Attached to this document is an excel spreadsheet detailing our current schedule of city vehicles and equipment alongside our replacement loss coverage for those vehicles.

13. Will you share a schedule of the City's equipment covered under the inland marine and EDP policy?

The City possess a blanket limit of EDP insurance of \$250,000 at each location. We have attached a supporting document that shows our EDP policy in detail. The City does not possess an inland marine policy at this time, automobile coverages however are provided.

14. Has the City recently conducted a review of its cyber risk in terms of financial exposure?

No, the City has not conducted a review of cyber risk of financial exposure.

15. Which stakeholders are responsible for managing cybersecurity and incident response for the City?

The City is presently contracted with the company M.A Polce who handles our needs regarding Information Technology and Cybersecurity. Our present Chief of Staff, Kimberly Rogers, is the head of the City's incident response. These would be the two primary stakeholders in addressing cybersecurity response.

16. Can the City provide detail on the current cyber insurance program- limits, retention, scope of coverage?

The City currently possess a cybersecurity insurance policy that is in addition to our EDP policy that insures up to \$1 million in coverage for various liabilities that may result from cybersecurity breaches. We have also attached that policy so it can be seen in detail for all the liabilities it covers.

17. Can the City provide an estimated number of confidential (personally identifiable information) held in care, custody or control?

It would be difficult to provide an estimate. Various departments hold an assortment of records that would need to be brought together, in addition to the many older records we hold in retention in other locations. It is safe to assume that at any given time the city is in the custody of information that would be well into the thousands if not the tens of thousands.

18. Section 3.3, bullets 2-4 talk about commission and estimated changes in premium with any changes to retention levels. It then says "all estimates should be 'net' of any commissions." Are you saying that the estimates for the changes in premium due to the retention

levels should be listed without any commission included, or are you saying you want us to quote the account net of commission and identify that amount as part of this proposal?

Please list estimated changes in premium and include commissioning fees and/or percentages separately.