



**Responses to Questions Submitted  
RFP 19-03  
Agency Insurance Coverage  
April 15, 2019**

The following are the questions (grouped by category) submitted in response to RFP 19-03 for Agency Insurance Coverage and their respective responses. All questions and responses will be posted on the agency website and distributed to those who submitted questions.

**Organizational Information**

*Questions:*

- "A copy of the budget, or just the total amount of expenditures."
- "Could you please provide us with your net operating expenditures from your most recent budget"

*Responses:*

- The Agency Budget for FY2019 is included as Attachment 1.

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*Questions:*

- Do you have any employees.
- How many employees does the commission have?

*Responses:*

- Richmond Regional Planning District Commission currently has 16 full time positions filled and 5 part time positions filled.

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*Questions:*

- If you have over 2 part-time employees could you please provide your projected workers' compensation payroll information for
- Workers' Compensation estimated payrolls for 19-20 as well as historical payrolls for the past 5 years
  - \$1,500,000

*Responses:*

- Our FY2019 (year end June 30, 2019) budget estimates total salary and wages to be \$1,807,237. We have not finalized an FY2020 budget at this time.



- Below is a table showing the historical salaries and fringe benefits expenses for the last 5 years as reported in our annual financial audits.

Fiscal Year (July 1- June 30)	Salaries and Fringe Benefits Total
2014	\$1,753,105
2015	\$1,802,423
2016	\$1,971,867
2017	\$1,956,701
2018	\$1,520,714

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Questions:

- A detailed Workers' Compensation loss runs covering the past 5 years

Responses:

- Reports for the Commission's Detailed Loss and Runs are included as Attachments 2 and 2a.

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Questions:

- Payrolls by workers' compensation classification code

Responses:

- All payrolls are classified under the 8810 code.

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Questions:

- Experience modification factor or Federal ID# so we can verify with NCCI
- Your most recent Workers' Compensation experience modifier. (as of the 18-19 policy year)

Responses:

- The Commission's Federal ID # is 54-6020697 and modifier is .140.

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Questions:

- Please provide a list of all drivers, as well, including names, birthdates, and driver's license numbers.

*Responses:*

- Commission employee information will be provided to successful insurer.

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*Questions:*

- For workers compensation, what day-to-day job functions are performed by employees of the commission? For example, administrative (desk-type), field inspection work (any ladder use or heights), etc?

*Responses:*

- The Commission employs professionals responsible for performing general office and administrative tasks. While some staff members may spend time in “the field” most are working on site and in a desk-type capacity. Those who visit the field are attending meetings in the region or are visiting project sites and have limited non-professional setting exposure.

### **Property Information**

*Questions:*

- Do you have any vehicles, buildings or property?
- A list of all owned vehicles.
- A list of all owned buildings and structures. A list of all mobile equipment that has a value of \$5,000 or greater. This would include such items as backhoes, portable generators, and tractor mowers.
- What is the schedule of properties, vehicles, etc., to include property addresses, vehicle information (year, make, model, and VIN), requiring coverage?
- Exposure information in the form of a schedule for all owned property, automobiles, and equipment.

*Responses:*

- The Commission’s schedule of assets is included as Attachment 3.

### **Current Coverage**

*Questions:*

- What policies does the commission currently have in force and what are the premiums?

- If possible, a redacted copy of your 18-19 renewal proposal may give us all of the information we would need to complete our response.
- If you carry comprehensive and collision coverage, we will need to know the deductible amounts. This information should be on your auto policy (No owned vehicles)
- We need the replacement cost for each building and the contents. This information should be on your property policy. No owned buildings/structures.
- Can you please provide copies of the current policies (property/casualty and work comp) and loss runs for the last 5 years (property/casualty and work comp)?
- Can you please send us a list of your limits of insurance.
- Current Liability Limits
- Current deductibles
- If you have insurance in place now could you please provide your loss information from 7/1/2015 – 6/30/2018
- We need claims reports for the past five years for auto, general liability, public officials liability, law enforcement liability, and property losses. If you are not able to attain these reports, we need a narrative from you listing the claims that you have had in the past five years.

*Responses:*

- Copies of the Commission’s existing policies are included as Attachments 4, 4a, 4b and 4c.
- Prior year loss runs are included as Attachments 2 and 2a. The Commission has not had any claims in the requested period.

**Quote Information**

*Questions:*

- The limit of fidelity/crime bond you would like quoted.

*Responses:*

- Please quote a limit of \$1,000,000 for fidelity/crime.

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*Questions:*

- What property and casualty coverages are requested?

*Responses:*

- Please quote comparably to existing coverage and/or offer a recommendation.

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*Questions:*

- Submittal B is referenced in the RFP but does not appear to be included

*Responses:* Reference to Submittal B is in error. Please disregard.