

QUESTIONS SUBMITTED BY BIDDERS FOR CITY OF LOS ANGELES RISK MANAGEMENT CONSULTING RFQ (2017)

Questions submitted by Bidder #1

1. Who is the incumbent actuarial firm providing this service?
Answer: Bickmore Risk Services and Aon Risk Services.
2. How long has the current actuarial firm been providing these services to the City?
Answer: 3 years.
3. Is the incumbent prevented from bidding on the services included in this RFQ?
Answer: No. Notice / public advertising was posted, thus any interested party can access the RFQ opportunity.
4. Can we get a copy of the successful bid proposal that led to the most recent engagement?
Answer: Each firm that submitted responsive proposals for the previous RFQ term (2014-2017) was placed on the panel.
5. What were the professional fees paid for the prior analysis and reports for the last three years? By year?
Answer: The total amount is not to exceed \$150,000 for three years—or \$50,000 per year for three years.
6. How many hours were billed for the prior analysis and reports for the last three years, by year?
Answer: On an as needed basis. See Introduction and Background, RFQ p, 2.
7. Can we get a copy of the most recent actuarial report?
Answer: The report is available for review upon request.
8. Is an on-site presentation of findings required or desired?
Answer: Only on an as needed basis, see RFQ p,6.
9. Is the claims data available electronically? What format is the data in? Excel, Access, other?
Answer: The claims data is available in an electronic format, and it is usually provided to our actuary in an Excel file.

10. Will you share the Evaluation Sheet and perform a debriefing if requested at the end of the process?

Answer: Yes, if needed. Each firm that submitted responsive proposals for the previous RFQ term (2014-2017) was placed on the panel.

Questions submitted by Bidder #2

1. Our firm proposed on a more extensive Risk Management RFQ last year that was subsequently withdrawn. The procurement personnel indicated that our proposal, along with all the required forms would be kept on file. All of the required forms in this current RFQ are the same, and nothing has changed since last year. Can we reference these previous forms and Business Tax Certificate as being already on file and that the information in them has not changed; or should we attach entirely new forms if they contain no new information?

Answer: As we are unaware to which RFQ you previously responded to, it is best to provide a complete response to this RFQ, including all forms required, to ensure your proposal is considered responsive.

Questions submitted by Bidder #3

1. Who is/are the current consultant(s) for the requested scope of services?

Answer: Bickmore Risk Services, Warren, McVeigh & Griffin, Inc., and Aon Risk Services.

2. Can a consultant bid on one or several numerical items in the scope of work section without bidding on all items?

Answer: The City will select one or more consultants who will perform the broad scope of work detailed in the RFQ p, 6 on an as needed basis for three years.

3. The RFQ mentions the City is self-insured for property in addition to workers' compensation and liability. Is property included in the actuarial services requested?

Answer: No, the City of Los Angeles does not request actuarial services for its property program.

4. Would the City agree to a limit of liability in working with a consultant(s) for this scope of services?

Answer: No.

Questions submitted by Bidder #4

1. Under the scope of work #2 and #8, do you anticipate requesting a claims audit of the City's self-insured workers' compensation, liability, and/or property claims administration practices?

Answer: The City is seeking qualified consultant(s) to provide technical and expert risk management services of a temporary and occasional nature on an as needed basis (see RFQ p, 2, and RFQ Scope of Work p, 6).

2. Would such claims audit projects consider a multi-year term with flat fee pricing at annual, biennial, or triennial intervals?

Answer: Contracts executed pursuant to the RFQ may be for a term of three years from the date of execution unless amended in writing (see RFQ p, 7).

3. What is the current internal and external organizational structure for claims administration services, including Workers' Compensation and liability?

Answer: The City's Risk Manager oversees the central risk management function for the City, and provides services including loss prevention, loss control, claims management, claims analysis, insurance and bond compliance, insurance procurement, and small contractor insurance and bond programs. For further information, see <http://cao.lacity.org/risk/index.htm> (see RFQ p, 3-4).

4. As Bickmore is currently in contract with the City from the 2014 RFQ, will those previously provided Exhibit items from the Standard Provisions still need to be re-submitted if there are no changes to the information?

Answer: To be considered responsive to this RFQ, proposals must complete responses to all items requested in this RFQ, including completed responses to the Standard Provisions for City Contracts (see Exhibits A-M).