

**ADDENDUM ONE**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)**  
**FOR**  
**RISK MANAGEMENT AND INSURANCE CONSULTING SERVICES**

1. This Addendum One shall commence and be effective immediately.
2. **APPENDIX A, REQUIRED FORMS, TABLE OF CONTENTS** is hereby deleted in its entirety and replaced with the attached **TABLE OF CONTENTS**.
3. **APPENDIX A, REQUIRED FORMS, EXHIBIT 14** is hereby deleted in its entirety and replaced with the attached EXHIBIT 14.1.
4. **RFSQ, PARAGRAPH 1.1 Background, is hereby deleted in its entirety and replaced with,**

**“1.1 Background**

The County of Los Angeles (County) is one of the nation's largest counties with over 4,083 square miles, a population exceeding Ten (10) million residents and containing 88 cities. Created in 1850 as a political subdivision of the State, the County is governed by a five-member Board of Supervisors, responsible for the delivery of a multitude of services through a workforce of approximately 96,000 employees. The County provides municipal-type services (including but not limited to health and welfare services, law enforcement and fire protection, judicial administration and tax collection) and administers many State-mandated programs countywide through a variety of County departments.

Traditional County services include functions such as public health, public social services, law enforcement, judicial administration, firefighting, property assessment, and tax collection. Among County specialized services are flood control, road construction, parks and recreation, and many diversified cultural activities such as public libraries, museums, the Los Angeles Music Center and the Hollywood Bowl. The spectrum of job listings within the County's Civil Service system encompasses nearly every trade and professions from sanitarians to psychiatrists, scientists to scuba divers, attorneys to helicopter pilots, and clerks to truck drivers.

To carry out these responsibilities, the County owns and operates a fleet of approximately 7,000 vehicles, and an estimated 12,000 employees regularly use their own vehicles in the performance of their duties.

The Chief Executive Office's Risk Management Branch (CEO/RMB) is responsible for the administration of the County's commercially insured programs and self-insured auto/general and medical malpractice liability claims administration contracts. The CEO/RMB is also responsible for the Loss Control and Prevention Section, and the development and maintenance of the risk management information system.

The Department of Human Resources handles the Occupational Health Programs, Employee Assistance Program (medical, counseling and psychological evaluation), the Disability Management Programs (Early Return-To-Work Program, MegaFlex Short Term Disability Plan, and the Long Term Disability and Survivor Plan). These programs contribute to the following objectives: to place employees in jobs in which they can perform safely and effectively; to reduce the loss of time due to illness or injury; to reduce the number of retirements which are a result of disability; to meet legal mandates related to health, safety and insurance; and to accomplish the above at the least possible cost."

**5. Except for changes set forth hereinabove, the RFSQ shall not be changed in any respect by this Addendum One.**

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## QUESTIONS AND ANSWERS

1.
  - A. **Reference:** RFSQ, Subparagraph 1.2.2.
  - B. **Question:** On page 3 of the request for statement of qualifications (RFSQ), section 1.2.2 indicates that firms who are or will attempt to be a broker for the County are precluded from commercial insurance consultation. The County recently selected AON, a current or want-to-be future broker for the County, as the consultant under a work order to provide advisory services relating to commercial insurance provisions in contracts and associated certificates, endorsements and policies. Please explain how section 1.2.2 would or would not be triggered by a similar work order solicitation in the future.
  - C. **Answer:** The intention of Subparagraph 1.2.2 is to mitigate the risk of a conflict of interest arising out of a Contractor's ability to consult on a County insurance policy that they currently broker and have earned a fee. Such consultation would include advising on the viability of a policy or coverage that is presently brokered by the consultant. Any vendor that is currently a broker of record for the County shall not be entitled to additional compensation on an insurance coverage/policy they have effectuated. The County's staff is responsible for monitoring the types of insurance inquiries that may lead to a conflict of interest giving rise to paragraph 1.2.2.
2.
  - A. **Reference:** RFSQ, Paragraph 2.6, Mandatory Vendors Conference, and Paragraph 3.6, Evaluation of Work Order Requests; and Appendix H, Sample Agreement, Paragraph 3.5, Work.
  - B. **Question:** Please describe how the "new evaluation process for Work Order Requests" referred to on RFSQ page 21, section 2.6, varies from the one currently used.
  - C. **Answer:** Some Work Order Bids will be evaluated based off factors such as: qualifications, approach, overall cost, and/or quality control plan. Evaluation criteria are at the County's sole discretion. If a solicitation requires an evaluation, the criteria will be included in the Work Order Request. This varies from prior RFSQs where criteria were not included in the Work Order Request.

3.    **A.    Reference:** None.
- B.    Question:**    **Can County Departments use Vendors not on the Master Agreement? If so, will those on the Master Agreement be “preferred” Vendors?**
- C.    Answer:**    This Master Agreement is intended for use by the Chief Executive Office, and the Department of Human Resources (or other qualified Departments). The County Departments will be able to consult with a non-agreement vendor only if (a) the vendor is obtained through a competitive bid process, or (b) the vendor is added to the master agreement. The vendors on the Master Agreement will be “preferred” vendors in that they will be the County’s ‘go-to’ vendors for projects related to the categories of service covered by the Master Agreement.
4.    **A.    Reference:** RFSQ Paragraph 1.5, Vendor’s Minimal Qualifications, and RFSQ, Appendix A, Required Forms, Exhibit 14.1.
- B.    Question:**    **Once becoming a Master Agreement vendor during the term of the contract can our services be added to, revised, etc. including pricing?**
- C.    Answer:**    Vendors are able to add (and remove) categories of service during the life of the Agreement as long as they can demonstrate that they meet the minimum qualifications for the category of service they are applying for.
- Pricing changes related to Appendix A, Exhibit 14.1, are subject to the approval of the County.
5.    **A.    Reference:** RFSQ, Appendix A Required Forms, Exhibit 7.
- B.    Question:**    **Appendix A, Exhibit 7 requires a list of *all* public entities for which the contractor has provided services in the past three years along with contact information.**
- We cannot comply with this due to bank regulations, however, could provide a representative listing. Can this requirement be changed?**

- C. **Answer:** This provision cannot be changed or waived as written. County requires a list of all public entities for which the vendor is contracted to provide services.
6. A. **Reference:** RFSQ, Appendix A, Required Forms, Exhibit 8.
- B. **Question: Appendix A, Exhibit 8 also requires a listing of terminated contracts. Can this requirement be changed?**
- C. **Answer:** This provision cannot be changed or waived as written. County requires a list of all terminated contracts for which vendor has provided services.
7. A. **Reference:** None.
- B. **Question: How many contracts/projects were performed under the last agreement for commercial insurance?**
- C. **Answer:** As of the effective date of this Addendum One, fifty-two (52) work orders have been issued for the current Agreement, with approximately five (5) work orders for commercial insurance projects. The current agreement has been in place for four-and-a-half (4 ½) years.
8. A. **Reference:** RFSQ, Paragraph 1.2, Scope of Work.
- B. **Question: What kind of training may be provided through the RFSQ?**
- C. **Answer:** Examples of trainings may include: insurance and indemnification, overview of risk management and risk principles, risk control techniques, risk financing, liability loss exposures, and adverse event mitigation.
9. A. **Reference:** Paragraph 1.2, Scope of Work, Information Systems.
- B. **Question: Does the County desire to rely on the vendor to provide support for and enhancements to the County's RMIS or in the selection of RMIS?**
- C. **Answer:** The County may utilize an information systems vendor to provide support for enhancements to the County's RMIS. However, the County does not intend to utilize a consultant to assist in the selection process.

10. **A. Reference:** RFSQ, Subparagraph 1.2.2.
- B. Question:** Are consulting brokers precluded from participating as a broker on any future LA County programs?
- C. Answer:** Consulting brokers are not precluded outright from participating in future RFPs. The intention of Subparagraph 1.2.2 is to mitigate the risk of a conflict of interest arising out of a Contractor's ability to consult on a County insurance policy that they currently broker and have earned a fee. Such consultation would include advising on the viability of a policy or coverage that is presently brokered by the consultant. Any vendor that is currently a broker of record for the County shall not be entitled to additional compensation on an insurance coverage/policy they have effectuated. The County's staff is responsible for monitoring the types of insurance inquiries that may lead to a conflict of interest giving rise to paragraph 1.2.2.
11. **A. Reference:** RFSQ, Paragraph 2.3, RFSQ Timetable, RFSQ, Paragraph 2.4, Solicitations Requirements Review, and RFSQ, Exhibit B, RFSQ Transmittal to Request a Solicitation Requirements Review.
- B. Question:** We submitted a request for review regarding a listing of ALL public entities (with contract info) handled by the company. When will we receive an answer to that?
- C. Answer:** Requirements Reviews were due July 7, 2016. The County did not receive any requirements reviews by the deadline.

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## **APPENDIX A REQUIRED FORMS TABLE OF CONTENTS**

### EXHIBITS

- 1 VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT
- 2 CERTIFICATION OF NO CONFLICT OF INTEREST
- 3 VENDOR'S EEO CERTIFICATION
- 4 REQUEST FOR LOCAL SBE PREFERENCE PROGRAM CONSIDERATION  
AND CBE FIRM/ORGANIZATION INFORMATION FORM
- 5 FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE  
CERTIFICATION.
- 6 PROSPECTIVE CONTRACTOR REFERENCES
- 7 PROSPECTIVE CONTRACTOR LIST OF CONTRACTS
- 8 PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS
- 9 ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW  
PARTICIPANTS
- 10 LOS ANGELES COUNTY CONTRACTOR EMPLOYEE JURY  
SERVICE PROGRAM – CERTIFICATION FORM & APPLICATION  
FOR EXCEPTION
- 11 INTENTIONALLY OMITTED
- 12 CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S  
DEFAULTED PROPERTY TAX REDUCTION PROGRAM
- 13 REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE  
PROGRAM CONSIDERATION
- 14.1 CONTRACTOR'S FEES

**CONTRACTOR’S FEES**

Proposer shall use the following format to submit pricing information for each type of project:

**TYPE OF PROJECT:** *(Check the type of project(s) on which you are proposing to work)*

- |                                                                   |                                                       |
|-------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Risk Management Training                 | <input type="checkbox"/> Actuarial Studies            |
| <input type="checkbox"/> Information Systems                      | <input type="checkbox"/> Occupational Health Programs |
| <input type="checkbox"/> Workers’ Compensation                    | <input type="checkbox"/> Loss Control and Prevention  |
| <input type="checkbox"/> Long Term/Short Term Disability Programs | <input type="checkbox"/> Self-Insured Projects        |
| <input type="checkbox"/> Commercial Insurance                     | <input type="checkbox"/> Data Analytics               |

**BILLING RATES:**

| <b>PERSONNEL COSTS</b>                                                 |                     |
|------------------------------------------------------------------------|---------------------|
| <b>Job Classification</b> (including but not limited to the following) | <b>Hourly Rates</b> |
| Partner                                                                | \$                  |
| Program Manager                                                        | \$                  |
| Project Manager                                                        | \$                  |
| Occupational Medicine Specialist                                       | \$                  |
| Actuary                                                                | \$                  |
| Workers’ Compensation Specialist                                       | \$                  |
| Staff                                                                  | \$                  |
| Clerical                                                               | \$                  |

**Additional Costs:** (List additional costs and related rates, if any, or indicate if included in above rates. Rates are not to exceed maximum rates indicated on Exhibit 14.1).

Examples:

|                              |    |
|------------------------------|----|
| Mileage (cost per mile)      | \$ |
| Photocopying (cost per page) | \$ |
| FAX (cost per fax)           | \$ |
| Parking (at rate incurred)   | \$ |