



## ADDENDUM NUMBER THREE

October 20, 2017

### **RISK MANAGEMENT SERVICES RFP #18-907-03**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS.

#### **ITEM #1 INDEX OF SUBMITTAL DOCUMENTS**

DELETE: Index of Submittal Documents – Revised, from Addendum #2 issued on 10/19/2017.

INSERT: Index of Submittal Documents – Revised - 10/20/2017, as attached.

#### **ITEM #2 INSURANCE SCHEDULE**

INSERT: Housing Authority of New Orleans Insurance Schedule 2017-2018, as attached.

#### **ITEM #3 WRITTEN QUESTIONS RECEIVED**

**Q1: Could you provide a listing of all insurance policies placed on an annual basis by Marsh? Could you include insurance carrier, type of policy, date renewed and premiums paid?**

A1: Refer to Item #2 of this Addendum.

**Q2: Addendum #1 stated that "the value of the contract is expected as a percentage of the premium." I interpreted that to mean that the successful bidder would be paid by the commissions received through insurance placements. #1. Which instruction is correct regarding compensation for this RFP?**

A2: The Consultant awarded a contract pursuant to this RFP will be compensated as outlined in Addendum #1. "The value of the contract is expected as a percentage of the premium".

**Q3: Addendum #2 leads me to believe that respondents will be compensated on a fee basis and we are now required to provide the amount of the fee that we will require to provide services outlined in the RFP.**

A3: A Fee Proposal is NOT a submission requirement. Refer to Item #1 of this Addendum.

**Q4. The Index of Submittal Documents now requires that we include a "Fee Proposal" with our response. Shall I assume that there is no special form that you require? Should the Fee Proposal be placed in a separate envelope that is marked "Fee Proposal" and inserted in the main envelope or do you want the Fee Proposal included with the other documents in the Index of Submittal Documents?**

A4. A Fee Proposal is NOT a submission requirement. Refer to Item #1 of this Addendum.

**Q5. Is there a DBE goal or requirement for the Risk Management Services Firm?**

A5. Refer to Addendum #2, Item #2, 3 and 4.

**Q6. If so, does the DBE need to be disclosed in phase 1?**

A6. The proposal shall contain the required Employment Training and Contracting Policy documents as outlined in Addendum #2, Item #3 – Part III Submission Requirements – Revised.

**Q7. If so, where?**

A7. Refer to A6 of this Addendum.

**Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts by 2:00 p.m., local time on Friday, October 27, 2017. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER THREE**

**HOUSING AUTHORITY OF NEW ORLEANS  
REQUEST FOR PROPOSALS  
FOR  
RISK MANAGEMENT SERVICES  
RFP #18-907-03**

**INDEX OF SUBMITTAL DOCUMENTS – REVISED - 10/20/2017**

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Submittal Documents contains a listing of all required submittal items.

Please review this table, and submit with your proposal all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

<b>INDEX OF SUBMITTAL DOCUMENTS – Revised - 10/20/2017</b>			
<b>DOCUMENT</b>	<b>REQUIRED SUBMITTAL</b>	<b>SIGNATURE REQUIRED</b>	<b>NOTARY/CORPORATE SEAL REQUIRED</b>
Contractor's Summary	√	√	√
HUD-5369-C, Certifications and Representations of Offerors (Non-Construction)	√	√	
Non-Collusive Affidavit	√	√	√
Certification of Contractor Non-Exclusion	√	√	
Acknowledgement of Addenda	√	√	
Section 3 Employment Action Plan	√	√	
Section 3 Training Action Plan	√	√	
Contracting Action Plan for Section 3/DBE/WBE	√	√	
List of Core Employees	√	√	
Statement of Understanding	√	√	√
Written Proposal (in accordance with Part III – submission requirements)	√		

**NOTE: ALL REQUIRED SUBMITTAL DOCUMENTS MUST BE SUBMITTED WITH THE PROPOSAL PACKAGE.**

# HOUSING AUTHORITY OF NEW ORLEANS

## Insurance Schedule 2017 - 2018

Line of Coverage	Insurer	Limits/Layers	Deductibles	Effective Date	Expiration Date
<b>HANO</b>					
Property - Primary	Lloyds of London (PRIME): \$10M primary	<b>Program Limits:</b> \$50,000,000 Occurrence & Annual Aggregate; \$20,000,000 Wind, Flood & EQ Business Interruption: Limited Per Schedule Inland Marine: Limited Per Schedule	\$50,000 Per Occurrence AOP Named Windstorm: 3% of TIV involved at the time of loss subject to a minimum of \$100,000 All Other Wind & Hail: \$50,000 Earthquake: \$100,000 for Earthquake Inland Marine: \$1,000	1/28/2017	1/28/2018
Property - 1st Excess	Be: kley: \$5M p/o \$10M xs \$10M				
Property - 2nd Excess	Hallmark: \$5M p/o \$10M xs \$10M				
Boller & Machinery	Axis: \$30M xs \$20M Included				
Directors & Officers and Employment Practices Liability	One Beacon \$3M Hallmark \$2M xs \$3M	\$5,000,000 Aggregate	\$150,000 SIR	1/28/2017	1/28/2018
Fiduciary Liability	AIG	\$3,000,000 Maximum Aggregate \$1,000,000 Settlement/Defense costs	\$0	1/28/2017	1/28/2018
Commercial Crime	AIG	Employee Dishonesty Limits: \$3,000,000 Employee Theft Coverage: \$3,000,000 Premises Theft: \$3,000,000 Transit Theft: \$3,000,000 Forgery Coverage: \$3,000,000 Computer Fraud Coverage: \$0 Fund Transfer Fraud Coverage: \$3,000,000 Money Order/Counterfeit Currency Coverage: \$3,000,000 Credit Card Coverage: \$25,000 Expense Coverage	\$10,000.00	1/28/2017	1/28/2018
Law Enforcement Professional Liability (Errors & Omissions)	AWAC via Darwin	\$1,000,000 Each Claimant \$1,000,000 Each Claim \$1,000,000 Aggregate Limit	\$35,000	1/28/2017	1/28/2018
Excess Worker's Compensation	Midwest Employers	\$500,000 Each Accident \$500,000 Each Employee for Disease Excess of \$500,000	Statutory	1/28/2017	1/28/2018
Winn Dixie General Liability (Vacant Building)	Covington Specialty	\$1,000,000 per Occurrence \$2,000,000 General Aggregate \$2,000,000 Personal & Advertising Injury \$5,000 Med Pay	\$0	5/27/2017	11/27/2017
CAHC & Fischer Senior General Liability	Nautilus	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Products/Completed Operations Aggregate \$1,000,000 Personal & Advertising Injury \$100,000 Property rented to HANO \$5,000 Medical Payments per person	\$2,500	1/28/2017	1/28/2018
CAHC & Fischer Senior Umbrella Liability	AIG	\$5,000,000 per Occurrence \$5,000,000 General Aggregate	\$10,000 SIR	1/28/2017	1/28/2018
<b>Fischer IV</b>					
General Liability	Nautilus	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Products/Completed Operations Aggregate \$1,000,000 Personal & Advertising Injury \$100,000 Property rented by HANO \$5,000 Medical Payments per person	\$2,500.00	11/30/2017	11/30/2017
<b>Guste III Project</b>					
Owner's & Contractors Protective (OCP)	Colony	\$1,000,000 per Occurrence \$2,000,000 General Aggregate \$1,000,000 Personal & Advertising Injury	\$0	9/13/2017	2/15/2018
Owner's & Contractors Protective (OCP)	Colony	per Occurrence General Aggregate Personal & Advertising Injury	\$0	5/5/2017	11/3/2017

Line of Coverage	Insurer	Limits/Layers	Deductibles	Effective Date	Expiration Date
Owner's & Contractors Protective (OCP)	Colony	per Occurrence General Aggregate Personal & Advertising Injury	\$0	5/8/2017	11/3/2017
Owner's & Contractors Protective (OCP)	Colony	per Occurrence General Aggregate Personal & Advertising Injury	\$0	4/11/2017	11/30/2017
<b>Florida</b>					
General Liability	Nautilus	\$1,000,000 per Occurrence \$2,000,000 General Aggregate \$1,000,000 Personal & Advertising Injury	\$500 BI/PD Combined - Per Claim	6/15/2017	6/15/2018
Excess Liability	Scottsdale	\$5,000,000 per Occurrence \$5,000,000 Annual Aggregate	\$0	6/15/2017	6/15/2018
<b>Lafitte Senior</b>					
General Liability	James Rivers	\$1,000,000 per Occurrence \$2,000,000 General Aggregate \$1,000,000 Personal & Advertising Injury	\$0	6/30/2017	6/30/2018