

**REQUEST FOR PROPOSAL
INSURANCE BROKERAGE SERVICES
ISSUED January 2, 2018
RFP No. 18-1242**

Questions and Answers:

- 1. Please provide full Copies of existing insurance policies for WorkNet Pinellas, Inc. and Tampa Bay WorkForce Alliance, Inc.**

Response: Available upon request

- 2. Currently Valued Loss Runs for for WorkNet Pinellas, Inc. and Tampa Bay WorkForce Alliance, Inc. :**

Response: Available upon request

- 3. Most Recent Experience Mod worksheet for WorkNet Pinellas, Inc. and Tampa Bay WorkForce Alliance, Inc.:**

Response: As WorkNet Pinellas, Inc. is the Employer of Record for both WorkNet Pinellas, Inc. and Tampa Bay Workforce Alliance, Inc.. WorkNet Pinellas, Inc. writes the Worker's Comp policy for both Organizations. Most recent experience mod worksheet for WorkNet Pinellas, Inc. is available upon request.

- 4. Vehicle schedule to include year, make, model, VIN, Cost**

Response: Tampa Bay Workforce Alliance, Inc. does not have company vehicles. WorkNet Pinellas, Inc. vehicle schedule is available upon request.

- 5. On page 4 of the RFP under the heading "Length of Contract" it states that the first term of engagement is for 6 months with an option to extend service for an additional 4 years. Should our fee/commissions reflect a six month engagement as well as an 12 month engagement fee/commission? Or should we just include a 6 month fee/commission?**

Response: Fee/commissions should reflect both a 6 month and 12 month engagement fee commission.

- 6. It is noted on page 4 of the RFP that the term begins July 2nd through December 31. Please note that the majority of the Pinellas policies renew effective July 1. Please confirm that the intent is to move all policies (Pinellas and Tampa Bay) to a January 1 effective date going forward.**

Response: It is the intent of WorkNet Pinellas, Inc. to move all policies to a January 1 effective date.

- 7. Page 4 – selection of counsel is requested. Please confirm if this is for all coverages, or specific coverages. Please also confirm the firm(s) that would be preferred and which line of coverage would apply.**

Response: Trenam Law as choice of counsel for Employer Practices Liability Claims only.

8. Page 6, question 4.d. – Please confirm we are to provide contact (not contract) information for references.

Response: Please provide contact information for references.

9. Is it acceptable for some supplemental information that is pre-formatted to be included in the appropriate section that does not meet the font/size requirements? For example, bios and coverage/industry brochures?

Response: Yes, it is acceptable for or some supplemental information that is pre-formatted to be included in the appropriate section that does not meet the font/size requirements.

10. Page 7, question 7.b. – Please confirm the classification of information desired. Are you looking for specimen policies or carrier brochures? Or is this referring to HUB's policies and procedures?

Response: Both specimen policies and carrier brochures are requested.

11. Are there any additional services provided by Career Source Tampa Bay that are not provided by Career Source Pinellas that should be contemplated? We ask to be sure we are aware of all operations.

Response: Services provided by CareerSource Tampa Bay (www.careersourcetampabay.com) and CareerSource Pinellas (www.careersourcepinellas.com) can be viewed at the respective Organizations company website.

12. Makeup of the Selection Committee?

Response: Selection Committee will be comprised of staff from WorkNet Pinellas, Inc. and Tampa Bay Workforce Alliance, Inc.

13. Interview Process?

Response: WorkNet Pinellas, Inc. and Tampa Bay Workforce Alliance, Inc. reserve the right to interview potential candidates via phone or in-person as deemed necessary.

14. For the single electronic copy of the proposal that is due, we have concerns regarding submission of a word version so as to protect the integrity of our work product. Is there a reason that a Word document and not a PDF is required?

Response: Word or PDF document is acceptable.

15. Policy listing does not show Workers Compensation coverage for CareerSource Tampa Bay nor does the state database.

Response: Please refer to response for question 3.