



REQUEST FOR PROPOSALS

Solicitation Number: R-15-001-GC

Insurance Certificate Tracking Services

ADDENDUM NO. 1 – 4:00 PM Central | June 23, 2015

Changes to the RFP

1. Page 3 of 54, Section I. B. Scope of Service, Service Level, the last bullet point reads:

“Be able to retrieve current incumbent’s data history and map and convert this data into their database within 60-days of the receipt of a Notice to Proceed directive from SAWS – all of this work would be at no additional cost to SAWS. All such data shall be available in any report format as indicated above.”

Is amended to read:

“Be able to retrieve current incumbent’s data history and map and convert this data into their database within 60-days of the receipt of a Notice to Proceed directive from SAWS. All such data shall be available in any report format as indicated above.”

End Changes to the RFP

Question and Answer

Q: We understand you have an incumbent provider for these services, what is your current level of satisfaction with this provider? Will that provider be participating in the RFP process?

A: All potential respondents that have downloaded the RFP document are displayed on the “Interested Firm List” that is available on the bottom right corner of the web-site solicitation page for this Request for Proposal (http://www.saws.org/business_center/ContractSol/Drill.cfm?id=1395&msg=4).

Q: On Page 2, Under Section “Service Level”, you give a number of historical and active certificates and endorsements. Can you provide an estimate of how many active contracts require tracking? How many active vendors do you have? When one vendor has multiple contracts how often do the contracts include multiple insurance requirements?

A: There are currently 386 active vendors, for 666 active contracts and the insurance requirements are dictated by the type of work that the vendor will be performing for SAWS and the exposure related to that work. Insurance Certificates are tracked by contract, thus a vendor with three contracts would have three certificates. In addition, when one vendor has multiple contracts, the contracts usually include multiple insurance requirements. Those multiple insurance requirements for example may include Auto Liability, Workers Compensation, General liability, etc., depending on the risk of the contract.

Q: On page 2, under the section “Service Level”, you ask for a daily email in the event a vendor is deficient. Do you want one email per vendor that is non-compliant or would you prefer a daily report with all vendors that are non-compliant for that day?

A: We would prefer that the SAWS internal point of contacts be given notification directly for their respective vendors that are non-compliant.

Q: Do you require the collection of endorsements for all contracts?

A: Yes.

End Question and Answer

No other items for this RFP are changed.

END ADDENDUM NO. 1