

Port of Tacoma & Northwest Seaport Alliance RFP # 071503  
Addendum # 02

**Date 3/8/2021**

The following is additional information regarding RFP # 071503, titled Insurance Property & Casualty released on 2/9/2021. **The due date and time for responses remains as 3/9/2021; 2:00 PM (Pacific).** This addendum includes both questions from prospective proposers and the Port / NWSA answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

Item #	Date Received	Date Answered	Vendor's Question	Port / NWSA Answer	RFP Revisions
1	2/11/2021	3/2/2021	<p>Having reviewed the bid document, I ask you realize the document as issued favors the incumbent.</p> <p>You failed to include:</p> <ul style="list-style-type: none"> <li>• the names of the carriers currently at risk</li> <li>• the expiring premiums</li> </ul> <p>Only the incumbent is aware of these details. A possible respondent cannot determine the “work” needed to place / improve the current insurance profile.</p> <p>For example, you tell us the Port carries public officials and employment practices liability coverage, with \$50,000 retentions.</p> <p>Does the current policy include:</p> <ul style="list-style-type: none"> <li>• Side A coverage</li> <li>• worldwide coverage</li> <li>• a defense sub limit for breach of contract claims</li> <li>• pay defense costs in addition to the limit of liability</li> <li>• a defense sub limit for property issue claims such as inverse condemnation and adverse possession</li> <li>• a defense sub limit for no- monetary claims</li> </ul>	<p>The Port of Tacoma (Port) and The Northwest Seaport Alliance (NWSA) seek to provide a <i>level-playing</i> field for all respondents to this Request for Proposals and anticipate each respondent will have the requisite market access and experience to objectively present its opinion(s) of what constitutes <i>best-value</i> coverage terms and pricing.</p>	

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			<ul style="list-style-type: none"> <li>• FSLA defense sub limit</li> <li>• use of approved counsel of the insureds selection</li> <li>• define an employment practices claim as being the receipt of a right to sue letter</li> </ul>		
2			Is there a specific issue or need the Port is attempting to address through issuance of the RFP?	Yes, the term of the current contracts for insurance brokerage services will expire before the end of this calendar year and the Port and NWSA wish to select brokers of record based on this competitive selection process.	
3			Does the incumbent broker currently “assist in budget planning by annually forecasting total premium costs, including for the Port of Tacoma, the allocation of property insurance premiums to each location as defined by the Port?” (per Q2, Planning & Insurance Placement)	Yes, this generally occurs simply by a telephone call involving the Port/NWSA’s risk manager and representatives of the incumbent broker relative the then estimated range of potential percentage rate and premium changes anticipated upon renewal, and this information is then used for internal budget forecasting.	
4			Is the Port able to provide previous “marketing strategies for placement of property, casualty, and additional liability coverages and bonds” as well as “renewal proposals with detailed summaries of available coverages and corresponding renewal rates, and costs, based on market trends, revenues and other pertinent factors?” (per Q3, Planning & Placement)	<p>The Port of Tacoma and the NWSA are not intending to share past work product, or market strategies, of any competing brokerage firm.</p> <p>The expectation is that each respondent will provide an independently-researched and evaluated proposal. This evaluation process will consider and assess respondents’ knowledge, expertise, resourcefulness, and ability to manage the Port’s insurance program. Providing the requested materials could</p>	

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				compromise the evaluation process.	
5			Is the Port able to provide examples of annual stewardship reports? ( <b>per Q8, Administration</b> )	This generally occurs by way of in-person meetings during annual renewals for property and major liability policies. See also the preceding response.	
6			Is the incumbent broker expected and/or qualified to participate in the RFP?	Yes	
7			What steps and/or protections are in place to ensure the incumbent broker (if participating in the RFP) is not provided an unfair advantage?	<p>No member of the brokerage community (including the incumbent) has had any input or foreknowledge regarding the content of the Port's and NWSA's Request for Proposals (RFP) - however this RFP is substantially similar in many respect to the last RFP for property and casualty insurance brokerage services issued by the Port in 2013.</p> <p>Additionally, the Port and NWSA's selection process has been designed to administer the RFP and evaluate proposers in a methodical and fair manner.</p>	
8			<b>Services to Be Provided Evaluation &amp; Award Process</b> <ul style="list-style-type: none"> <li>Is the Port able to provide the “<i>pre-determined evaluation criteria</i>” referenced in this section, beyond the description of how points will be allocated with respect to cost?</li> </ul>	At this time, no. A de-brief may be conducted after award of contract if requested.	

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9			What is the process for finalists to “ <i>express insurance underwriting preferences</i> ,” as described in the Phase II (if undertaken)?	If the Port and or NWSA proceed to Phase 2 of the selection process, specific instructions will be provided to the finalists at that time.	
10			Under the limited broker authorization letters, will access to current markets be open to finalists (other than the incumbent)? Given the limited markets for this type of risk, the concern is the incumbent broker has already accessed a large percentage of potential marketplace through current placements and would be provided an unfair advantage in the broker selection process described in the current RFP.	If the Port and/or NWSA proceed to Phase 2 of the selection process, then the finalists will be granted access to an equivalent number of prospective insurers, based largely on the finalists expressed preferences. Please also see the response to the proceeding question.	
11			<b>Proposal Elements &amp; Selection Criteria</b> • <b>Question #6</b> requests “ <i>the names and contact person(s)...for five agencies or organizations for which your firm has provided similar services.</i> ” o Does this question refer specifically to Public Ports or is it more broadly interpreted to public entities?	The Port and the NWSA defer to the respondents to furnish names and contact person(s) for representative agencies and organizations which may have (or had) individually, or collectively, required a similar broad range of marine, public entity and commercial insurance brokerage services.	
12			How will points be allocated during Phase I evaluation if references are not evaluated during that Phase, but rather will only be evaluated “ <i>if the Port does not award a contract from the Initial Evaluation phase?</i> ”	<i>Please reference RFP 071503, Evaluation and Award process section, page 6, paragraph 3.</i>	
13			<b>Small Business and Small Disadvantaged Business Opportunities</b> • Please clarify how participation by MWBE firms will be considered in the	<i>Please reference RFP 071503, Small Business and Small Disadvantaged Business Opportunities, Page 9.</i>	

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			evaluation process.		
14			<b>Attachments B&amp;C (Port of Tacoma and NWSA Schedule of Insurance)</b> <ul style="list-style-type: none"> <li>Does the Port prefer multi-year policies? Based on the current structure of insurance placement(s) it would appear the Port(s) prefer this structure.</li> </ul>	The Port and NWSA has no general preference and will entertain recommendations for, or against, specific multi-year policies.	
15			<ul style="list-style-type: none"> <li>Is the non-concurrent nature of the Port(s) policies by design or would there be an interest in aligning (to the extent possible) the inception dates of the various policies?</li> </ul>	The Port and NWSA is open to entertaining recommendations for, or against, migrating all or specific policies to concurrent inception dates.	
16			Is the Port willing to share existing policies and/or coverage details beyond what is provided in the two attachments?	<p>The Port and NWSA do not plan to release copies of existing policies and do not believe the issuance of any policies is needed to conduct a comprehensive and equitable selection process.</p> <p>The expectation is that each respondent will provide an independently-researched and evaluated proposal. This evaluation process will consider and assess respondents' knowledge, expertise, resourcefulness, and ability to manage the Port's insurance program. Providing the requested materials could compromise the evaluation process</p>	
17			<b>Attachment D (Port of Tacoma &amp; NWSA Terms &amp; Conditions)</b> <ul style="list-style-type: none"> <li>Are Terms of Services negotiable?</li> </ul>	<i>Please reference RFP 071503, Proposal Elements and Selection Criteria, page 5, last paragraph.</i>	
18			Is the Port able to provide reports	Assigned Port and NWSA staff	

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			reflecting continuous evaluation “ <i>of the Port’s and/or NWSA’s insurance program for adequacy of coverage</i> ” including “ <i>recommendations for revising the structure of the insurance program or other improvements based on analysis of loss exposures (including maximum probable loss), coverage issues and pricing alternatives, insurer financial rating, and developing insurance market, product and coverage trends.</i> ” <b>(per Q1, Planning &amp; Insurance Placement)</b>	members have ongoing (almost daily) dialog with the incumbent broker (normally via telephone or in-person meetings) relative the referenced topics, sometimes supported by publicly available industry articles. The expectation is that each respondent will provide an independently researched and evaluated proposal. This evaluation process will consider and assess respondents’ knowledge, expertise, resourcefulness, and ability to manage the Port’s insurance program. Providing the requested materials could compromise the evaluation process.	
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*Note:* The Port and NWSA interpret some of the above questions or requests to be seeking information, and not constitute public records requests pursuant to RCW 42.56. If this interpretation is incorrect and a proposer seeks to make a public records request, the Port and/or NWSA ask that the proposer clarify intent and scope of such request by contacting Diane Jordan at [djordan@portoftacoma.com](mailto:djordan@portoftacoma.com) or 253-428-8639 or through the Port and/or NWSA’s public records portals found on the respective websites: <https://portoftacoma.nextrequest.com/> and <https://nwseaportalliance.nextrequest.com/>