



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Rick Brun
DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 10-5513
Request for Proposal
General and Automobile Liability Claims Adjusting Services**

DATE: August 11, 2010

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The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.
Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the August 10, 2010 Pre-Proposal Conference**
- **Questions submitted in writing to date**
- **Claims information attachments**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 10-5513
Request for Proposal
General and Automobile Liability Claims Adjusting Services**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: August 17, 2010 by 5:00 pm
Any questions received after this deadline will not be considered.

Addendum 1
Cobb County Sealed Bid # 10-5513
General and Automobile Liability Claims Adjusting Services

Minutes of the August 10, 2010 Pre-Proposal Meeting
And
Questions submitted in writing to date

Abbreviations:

Request for Proposal (herein referred to as RFP)

Third Party Administrator (herein referred to as TPA)

Questions:

1. Is the RFP available in Microsoft Word?

Ans: No

2. Is it possible to get a breakdown of the past losses assigned to your current TPA for the past three years?

Ans: The County will provide additional claims data for the past three years. Please see the attachments.

****Please be advised this is the approximate number of claims assigned to our TPA as not all assignments are captured in these reports. Additionally, some claims are not assigned to our TPA as a claimant's insurance company handled these claims directly and subrogated against the County.****

3. Does the vendor have to have two adjusters and two separate appraisers or can these positions be combined?

Ans: To be eligible, the vendor must have at least two people that can perform the adjusting duties and two people to perform the appraisal duties. These duties may be performed by at a minimum of two employees that can performed both duties.

4. On the organizational chart, do you need the applicants to provide a bio or a resume for each position?

Ans: A biography of the individual on your organizational chart is sufficient.

5. Will Cobb County allow the outsourcing of any of the work to be performed under this RFP?

Ans: You may outsource some of the work to be performed on the RFP. However, you need to indicate what work you intend to outsource in your proposal as this may or may not affect the evaluation of your proposal.

6. Does Cobb County want the vendors to submit pricing based on the information in the RFP or do you want them to use the loss history to be provided?

Ans: Vendors submitting proposals should use the claims data range provided in the RFP.

7. Is this a straight Third Party Administrator RFP?

Ans: Yes.

8. Will Cobb County establish a loss fund to pay claims?

Ans: Cobb County will require the selected vendor to establish a bank account in which to pay Cobb County claims. Cobb County will wire funds to the vendors bank account prior to the disbursement of funds.

9. Will the loss history provided show the severity of the losses?

Ans: The claims data that is attached will show the largest loss and the average loss for each type of claim.

10. From page 21 of the RFP, please explain what you mean by that prices must be valid for 90 days?

Ans: Each vendor that submits a proposal must honor the pricing submitted in their proposal for 90 days after the bid opening. The selected vendor will have to honor the pricing listed in their proposal with the County.

11. Will the claims not assigned to your TPA in the past be included in the data to be provided?

Ans: The data to be provided will only include claims assigned to our TPA over the past three years.

12. What type of claims have not been assigned to your TPA in the past?

Ans: In the past, physical damage claims, very small property damage claims and claims going into litigation have not been assigned to the TPA.

COBB COUNTY

Auto Property Damage Claims FY-07 to FY-09

Coverage	Claim Count	Incurred	Tot Incurred		Average Incurred Loss	Largest Incurred Loss
			Paid	Outstanding		
Period: 10/01/2006 - 09/30/2007						
30 - Automobile Liability	32	718,215.11	648,215.11	70,000.00	22,444.22	252,596.50
Total By Period	32	718,215.11	648,215.11	70,000.00	22,444.22	252,596.50
Period: 10/01/2007 - 09/30/2008						
30 - Automobile Liability	20	229,212.13	229,212.13	0.00	11,460.61	36,700.25
Total By Period	20	229,212.13	229,212.13	0.00	11,460.61	36,700.25
Period: 10/01/2008 - 09/30/2009						
30 - Automobile Liability	21	396,794.91	289,294.91	107,500.00	18,895.00	130,709.60
Total By Period	21	396,794.91	289,294.91	107,500.00	18,895.00	130,709.60
Grand Totals:	73	1,344,222.15	1,166,722.15	177,500.00	18,414.00	252,596.50

COBB COUNTY

General Liability Losses FY-07 Through FY09

Cause	Claim Count	Incurred	Tot Incurred		Average Incurred Loss	Largest Incurred Loss
			Paid	Outstanding		
Period: 10/01/2006 - 09/30/2007						
Coverage: 20 - General Liability						
GL02 - Sewer Backup	21	105,072.73	105,072.73	0.00	5,003.46	15,738.92
GL14 - Water Line Leaks/Breaks	3	994.66	994.66	0.00	331.55	500.00
Total By Coverage	24	106,067.39	106,067.39	0.00	4,419.47	15,738.92
Total By Period	24	106,067.39	106,067.39	0.00	4,419.47	15,738.92
Period: 10/01/2007 - 09/30/2008						
Coverage: 20 - General Liability						
GL02 - Sewer Backup	24	146,935.24	146,935.24	0.00	6,122.30	17,336.67
GL14 - Water Line Leaks/Breaks	16	34,503.91	34,503.91	0.00	2,156.49	10,120.85
Total By Coverage	40	181,439.15	181,439.15	0.00	4,535.98	17,336.67
Total By Period	40	181,439.15	181,439.15	0.00	4,535.98	17,336.67
Period: 10/01/2008 - 09/30/2009						
Coverage: 20 - General Liability						
GL02 - Sewer Backup	45	336,285.40	336,285.40	0.00	7,473.01	48,476.45
GL14 - Water Line Leaks/Breaks	14	76,897.34	76,897.34	0.00	5,492.67	15,288.22
Total By Coverage	59	413,182.74	413,182.74	0.00	7,003.10	48,476.45
Total By Period	59	413,182.74	413,182.74	0.00	7,003.10	48,476.45
Grand Totals:	123	700,689.28	700,689.28	0.00	5,696.66	48,476.45