

REQUEST FOR PROPOSAL: VAN POOL CLAIMS – THIRD PARTY
VIRGINIA DEPARTMENT OF THE TREASURY
DIVISION OF RISK MANAGEMENT

RM 08-012

ISSUED: May 7, 2008

ADDENDUM 1

ISSUED May 21, 2008

This Addendum incorporates certain general comments, general corrections to the RFP and answers to questions posed during the optional pre-proposal conference held on May 19, 2008.

GENERAL

Verbal responses to questions at the optional Pre-Proposal conference on May 19, 2008 are not binding. Only these written responses may be relied upon by offerors.

Participants at the Optional Pre-Proposal Conference were required to register their attendance. A list of all attendees at the conference is enclosed for informational purposes.

GENERAL CHANGES TO THE RELEASED RFP:

1. Section III, Statement of Needs, B. Contractor Operations
No. 4 changed to “Contractor may have . . .”

QUESTIONS AND ANSWERS

1. Can you give an overview of the Van Pool Program?

The Van Pool Program has been an idea for several years. We do not know the ultimate size of the program. We have estimates that several hundred may join over the next year.

2. Is there loss information available?

This is a new program and there have been no losses to date.

3. Are there Van Pools in Maryland?

They would have to be licensed in Virginia.

4. Is this a brand new program?

Yes

5. Are there any special handling needs?

The program officially opens on July 1, 2008. Special handling procedures for this program are under development. The final version will be issued to the successful bidder.

6. Is the web based ADVANtage System being utilized to enter claims?

No, the web based system is used to verify coverage.

7. Is there a specific form that is used for claims?

A claim form will be provided to the claims representative.

8. How are SWAM points determined?

A firm certified by the Dept of Minority Business Enterprise (DMBE) would receive 20 points. A firm that subcontracts with a firm certified by DMBE would receive 75% of the 20 points.

9. Will payment be made by the GWRC or Treasury?

Treasury-

10. In regard to the pricing schedule is the dollar amount per claim or per claimant?

The pricing schedule is per claim.

11. Have any actuarial studies been completed?

No

12. Does there have to be a certain amount of damage before an appraisal is done?

We typically require no appraisal when damage is valued below \$2,500.00; an appraisal may be performed at your professional discretion when damage is valued between \$2,501 and \$5,000.00; an appraisal is required when damage exceeds \$5,000.

13. Is the pricing per life of the claim or life of the contract?

Please see page 5, Section C

14. Can you provide a list of attendees?

The list will be included in the addendum.

15. Do all registered firms with the Dept of Minority Business carry the same weight?

Yes

16. Why isn't Errors & Omissions Coverage listed as a requirement in the insurance section?

The coverages and limits are the minimum standards. Please present your proof of coverages and limits.

17. Do firms that are registered with DMBE receive the full 20 points for the plan?

Yes

18. What are the points for a minority or woman owned subcontractor?

15

Note: A signed acknowledgment of this addendum must be received by this office either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Sincerely,

Kelley S. Denton, VCO
Buyer
(804) 786-4741

Name of Firm

Signature/Title

Date

COMMONWEALTH OF VIRGINIA DEPARTMENT OF THE TREASURY

OPTIONAL PRE-PROPOSAL CONFERENCE

RFP #RM 08-012

Van Pool Claims

Monday, May 19, 2008 @ 10:00 A.M. (EST)

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