



May 31, 2024

**ADDENDUM I**  
**Purchase of Commercial Insurance Lines of Coverage**  
**RFP No. 2024-0060**

- I. The following is being provided in response to questions received:
- A. Question: The Foreign Travel exposures indicate a trip to Israel; is this a planned, upcoming trip? If so, please confirm the reason for travel, where they plan to travel to, how long they will be there, if there are security measures in place, and where they will stay.  
Response: The Alamo Colleges District will not be travelling to Israel in the FY25 cycle. This trip should be removed from the estimated travel.
- B. Question: The RFP indicates the proposal can be uploaded online. The Offeror's Checklist asks to confirm if "(1) unbound original, one (1) bound copy, and one (1) electronic version on flash/thumb drive of the proposal been submitted with Offeror's response". Please confirm if online submission is acceptable.  
Response: Yes. Online proposal submission through the Alamo Colleges District eBidding portal is acceptable. Paragraph should read as follows: If not submitted through the eBidding portal, has one (1) unbound original and one (1) electronic version on flash/thumb drive of the proposal been submitted with Offeror's response?
- C. Question: We are in the process of speaking to markets and realize that the employee count on the application is not filled out. Can you please provide this information?  
Response: See first page of Attachment C – "General-Law Enforcement-Educators Legal Liability Information" posted on the Alamo Colleges District Purchasing & Contract Administration website at <https://www.alamo.edu/about-us/offices-departments/departments/purchasing/>
- D. Question: Could we please get the statement of values in an excel format from you and your team?  
Response: See Attachment N – "Property Schedule of Values (SOV) Excel Version" posted on the Alamo Colleges District Purchasing & Contract Administration website at <https://www.alamo.edu/about-us/offices-departments/departments/purchasing/>.
- E. Question: Will the college allow insurance companies considering offering a property quote to conduct on-site visits? If yes, will the college provide the date(s) and time the company engineer will be allowed to visit or the contact information to set an appointment?  
Response: The Alamo Colleges District will not be able to provide on-site visits prior to the proposal submission deadline. The Alamo Colleges District is willing to make on-site visits available to the awarded vendor(s), prior to the policy effective date of September 1, 2024.



F. Question: Can you provide 10-year TPA loss runs in Excel Format for Excess Workers' Compensation underwriters?

Response: See Attachment O – "Excess Workers Compensation Loss Run Excel Version" posted on the Alamo Colleges District Purchasing & Contract Administration website at <https://www.alamo.edu/about-us/offices-departments/departments/purchasing/>.

G. Question: When will the following be made available:

- Attachment B – Roof List
- Attachment C – Projected Student Enrollment
- Attachment C – SAC Licensed Funeral Home
- Attachment E – Crime Renewal Application
- Attachment E – Supplemental to Crime Application
- Attachment F – Excess WC Application
- Attachment F – WC Excess Insurance Questionnaire
- Attachment H – Cyber Risk Application
- Attachment I – Chartis Application
- Attachment K – Special Crimes

Response: See Attachments posted on the Alamo Colleges District Purchasing & Contract Administration website at:

<https://www.alamo.edu/about-us/offices-departments/departments/purchasing/>

II. Please acknowledge receipt of this Addendum I with your proposal.

**III. The deadline for submittal of responses for this project has been extended to June 19, 2024, no later than 2:00 p.m. CT.**

