



**QUESTIONS AND ANSWERS
RFP 21-07 INSURANCE BROKER SERVICE**

FEBRUARY 18, 2021

MATA's RESPONSES FOLLOW IN BOLD

QUESTION 1

In regard to submitting our response, the solicitation instructs proposers to provide an electronic file, a technical proposal, and a price proposal via a file sharing system. Does this mean we are to only submit our response(s) electronically to you via email / file sharing system or mail in hard copies along with a physical flash drive for the electronic copy? If we are to share only electronically with MATA, may we have more detailed instructions on the file sharing system and how we are to access it / submit our response through it?

Proposers are to submit their proposal which include their technical and price proposals via file share system. Which ever file share system proposers feel comfortable using is fine. MATA does not have a specific program needed for this procurement. Considering the recent social climate, hard copies will not be accepted.

QUESTION 2

Under "common problems with RFP submittal" in the solicitation, I notice a point of "submittal of too few copies" – I do not see where the amount of copies is specified in the solicitation – would you be able to confirm please?

It is noted in Section A, 3.0 Proposal Format, 31. "All Proposers must provide the following information: (an electronic file, a technical proposal and price proposal via a file sharing system.)" Proposers need to send an electronic file via a file share system containing their technical proposal and price proposal to abest@matatransit.com.

QUESTION 3

Can a waiver be obtained for DBE certification in TN?

In Tennessee, DBE waivers are possible. TDOT encourages Prime Contractors to use DBEs whenever possible, not only for goal projects. So, if your firm has exhausted/exercised all of the Good Faith Effort options and there is satisfactory documentation to justify those efforts, then a waiver is possible. However, if the other firms can identify viable DBE firms for the project, the waiver is less likely. The idea is that if there are a sufficient number of DBEs meeting the same NAICS code as the Prime, then

if a DBE goal is established, the Prime should exercise due diligence to have DBE participation.

QUESTION 4

Who is the current insurance broker for MATA?

The current broker for MATA is Arthur J. Gallagher & Co.

QUESTION 5

What is the current annual fee for the current insurance contract?

The current annual fee is a total of \$313,500.00 over the course of five years.

QUESTION 6

Who is the current TPA that MATA utilizes for claims?

Company is the current Third-Party Administrator (TPA) for both Workers' Compensation and Accident claims.

QUESTION 7

Does MATA utilize and loss control services from the current insurance broker?

Loss Control services are part of the current offering; however, MATA has not historically utilized this service.

QUESTION 8

For brokers that are in fact responding, they do not need to submit the "no response" form at all. Correct?

Correct. If you plan on submitting a proposal for RFP 21-05, then you do not need to complete the "No Response" Form.