



# PALM BEACH COUNTY HOUSING AUTHORITY

Questions and Answers  
Request for Qualifications  
for  
Insurance Broker of Record  
Solicitation No.: RFQ FY2018-INS-002

Q1. Who is the Authority's current broker of record? And how long have they been engaged with the Authority?

A1. We currently do not have a broker of records. We have a risk manager (consultant), who finds different brokers to cover our insurance needs. The company is Ben Few & Company, Inc. They have been working closely with our agency for over 15 years.

Q2. What is the compensation to the Broker, Fee or Commission?

A2. The consultant is paid \$2,000 monthly from our agency for consulting services. It is our understanding that the brokers used by the consultant are paid directly from the insurance carriers based on a percentage of the premiums.

Q3. Who are the insurance carriers providing coverage for the Authority's program?

A3. The Housing Authority's insurance carriers are as follows:

- Preferred Governmental Insurance Trust –
  - Workers Compensation
  - Property and Machinery
  - Inland Marine
- Owners Insurance Company –
  - Automobile Insurance
- Housing Authority Risk Retention Group –
  - General Liability
  - Terrorism
  - Public Officials Errors and Omissions
  - Employee Benefit Liability
  - Mold and other Fungus
  - Pesticide Liability
  - Employment Practice Insurance
- Housing Insurance Services, Inc.
  - Fidelity Bond

The SPECTRA Organization Inc.'s insurance carriers are as follows:

- Hunt Insurance Group –  
Property
- Private Client Insurance –  
General Liability
- Progressive Express Auto Insurance –  
Automobile Insurance
- Chubb & Son –  
Directors & Officers
- Hartford Insurance Company of the Midwest –  
Flood Insurance
- Housing Insurance Services, Inc. –  
Fidelity Bond

Q4. What are the premiums for the Authority's various policies?

A4. The Housing Authority's current year premiums are as follows:

- Preferred Governmental Insurance Trust –
  - Workers Compensation - \$50,883
  - Property and Machinery - \$225,086
  - Inland Marine - \$1,140
- Owners Insurance Company –
  - Automobile Insurance - \$30,732.05
- Housing Authority Risk Retention Group –
  - General Liability - \$31,967
  - Terrorism - \$482
  - Public Officials Errors and Omissions - \$3,252
  - Employee Benefit Liability - \$262
  - Mold and other Fungus - \$2,326
  - Pesticide Liability – Included in total to HARRG, no additional charge
  - Employment Practice Insurance - \$10,357
- Housing Insurance Services, Inc.
  - Fidelity Bond - \$2,157

The SPECTRA Organization Inc.'s current year premiums are as follows:

- Hunt Insurance Group –
  - Property - \$21,903.84
- Private Client Insurance –
  - General Liability - \$3,189.79
- Progressive Express Auto Insurance –
  - Automobile Insurance - \$4,407.00
- Chubb & Son –
  - Directors & Officers - \$2,133.00
- Hartford Insurance Company of the Midwest –
  - Flood Insurance - \$1,038.00

Housing Insurance Services, Inc. –  
Fidelity Bond - \$647

Q5. What value added services are currently provided by your broker of record?

A5. We currently do not have a broker of record.

Q6. Would you please provide a summary of the current premiums and deductibles that are associated with the policy coverages outlined in the RFQ?

A6. Please see the answer to question 4 for current premiums.

The Housing Authority's insurance deductibles are as follows:

Preferred Governmental Insurance Trust –

Property and Machinery - \$5,000

Inland Marine - \$5,000

Owners Insurance Company –

Automobile Insurance (Comp and Collision)- \$5,000

Housing Authority Risk Retention Group –

General Liability - \$5,000

Public Officials Errors and Omissions - \$5,000

Employee Benefit Liability - \$1,000

Mold and other Fungus - \$25,000

Pesticide Liability – \$2,500

Employment Practice Insurance - \$25,000

The SPECTRA Organization Inc.'s insurance deductibles are as follows:

Hunt Insurance Group –

Property

Private Client Insurance –

General Liability

Progressive Express Auto Insurance –

Automobile Insurance

Chubb & Son –

Directors & Officers

Hartford Insurance Company of the Midwest –

Flood Insurance

Housing Insurance Services, Inc. –

Fidelity Bond

Q7. Please identify the number of Flood policies and their combined total annual premium.

A7. The Housing Authority has a special property covered flood insurance, which is under their property insurance of Public Risk. The SPECTRA Organization Inc. also has a flood insurance policy, as they own the building located at 45<sup>th</sup> St. The premium for SPECTRA is separately billed and is \$1,038 yearly.

- Q9. Would you please provide us with the total payroll including any overtime for PBCHA's most recent fiscal year.
- A9. In the prior fiscal year, our agency experienced many changes, including staffing reductions to save costs and streamline processes. The agency has budgeted approximately \$2,381,797 in salaries for all staff, which includes new position created or not filled at this time.
- Q10. Would you please provide a copy of the current P&C insurance Consultant contract including the most recent fee schedule.
- A10. The Authority is currently seeking a broker, not a consultant. The current contract for consulting services has no bearing on the determination of this RFQ, since we will not be utilizing consulting services. This qualification request is to work directly with a broker to secure the best affordable insurance carrier while maintaining accurate values on all policies. The agency pays the consultant \$2,000 per month for services rendered.
- Q11. Is the Not-for-Profit incorporated under the same name and/or FEIN as the PBCHA? If not, What is the name?
- A11. The not-for-profit, which is a 501(C)3 has a separate Federal Employer Identification Number. The company is currently named The SPECTRA Organization, Inc., formally called The Leased Housing Corporation.
- Q12. Does PBCHA have a specific scoring matrix that it will be using to evaluate the responses. If so, would you please provide a copy?
- A12. Since this is a request for qualifications no specific matrix will be used to evaluate responses. Evaluations occur by panel members based on responses provided.