

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
DELAWARE CAPTIVE DIRECTOR
ISSUED BY THE DELAWARE DEPARTMENT OF INSURANCE

CONTRACT NUMBER DOI15002-CAPTIVE_DIRECTOR

ADDENDUM #1

QUESTIONS AND ANSWERS

Questions received and the Department's response answers for Contract Number DOI15002-Captive_Director.

- 1) The Minimum requirements section of the RFP, on Page 2, states - 5 years' experience. Provide description of background and experience. Could you please advise if this is specific to Captive Management or Regulatory/Insurance industry work in general?

ANSWER: This would be for Captive Management and Regulatory/Insurance industry work in general.

- 2) The Minimum requirements section of the RFP on Page 2 states - Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work. Could you please advise as to the specific license(s) and/or certification(s) required for an independent contractor?

ANSWER: See page 17, subsection c. Licenses and Permits.

- 3) The General Requirements section of the RFP on page 3 states - References from at least 3 prior clients/ employers. – Could you please advise if this is specific to Captive Management or regulatory/insurance industry work in general?

ANSWER: This would be for Captive Management and Regulatory/Insurance industry work in general.

- 4) The Scope of Services section of the RFP on page 2 states - The person selected will be responsible for directing, staffing and managing the Bureau of Captive and Financial Insurance Products Division of the Department. – Could you please clarify the scope of services related to “directing, staffing and managing” the Bureau. Does this include, hiring, terminations, compensation management and related HR functions?

ANSWER: No.

- 5) Please confirm the Department's expectation for pricing as it pertains to this RFP. For example, is the Department seeking an hourly rate or a flat fee proposal for the period of work?

ANSWER: The Department is expecting a flat fee rate.

June 4, 2015