
Appendix D
Template RFP for Brokerage Services

**THE CCSF
XYZ PROJECT**

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE BROKERAGE AND ADMINISTRATIVE SERVICES
FOR AN OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**

1. ANNOUNCEMENT

The City and County of San Francisco (CCSF) acting through its **[Department]** announces a Request for Proposals (RFP) from qualified insurance brokerage firms to market and provide insurance brokerage and administrative services for a planned Owner-Controlled Insurance Program (OCIP) for the XYZ Project (hereafter called the Project) described below. The total Project budget is approximately \$___ million, including hard and soft costs, furniture/fixtures, temporary construction, relocation and public art.

An orientation meeting for candidates will be held on **[date, time and place]**.

The selection process consists of an evaluation of written responses to the RFP. Proposers whose written responses meet minimum criteria may be invited to interviews. Proposers will be scored and ranked based on their written responses and interview performances, if any.

CCSF will then enter into negotiations over price and scope of work with Proposers beginning with the highest ranked Proposer until an agreement has been reached or CCSF cancels the RFP.

The RFP materials may be obtained from **[Department,]**

Responses must be received at **[PLACE by DATE and TIME]** to be considered. Late submissions will be returned unopened.

Further information may be obtained from **[Department contact person]**

2. INTRODUCTION

2.1 The CCSF seeks written Proposals from qualified insurance brokerage firms to market and provide insurance brokerage and administrative services for a planned Owner-Controlled Insurance Program (OCIP) for the XYZ Project (hereafter called the Project) described below. The total Project budget is approximately \$___ million, including hard and soft costs, furniture/fixtures, temporary construction, relocation and public art.

2.2 This Request for Proposals (RFP) describes the OCIP insurance brokerage and administrative services the CCSF anticipates will be required, but is not to be interpreted as complete or final description of the Scope of Work. The actual Scope of Work for any award will be determined by direct negotiations between the CCSF and the successful Proposer.

2.3 This RFP presents information that is, to the best knowledge of the CCSF, complete and accurate. The RFP may be modified by written addendum as circumstance requires. Any such addendum shall become part of the RFP. However, the CCSF cannot guarantee that this information is free from error or omission, and will not be held responsible for any loss resulting from any errors or omissions, misunderstanding or misinterpretation of the information presented.

3. RFP GENERAL INFORMATION

3.1 This RFP describes the submittal requirements and evaluation process for selecting an insurance brokerage firm to obtain insurance for and administer a planned OCIP for construction of the Project.

3.2 There is no requirement or guarantee that the CCSF will award a contract for such services, use the OCIP approach to insure the Project, or that it will purchase any insurance for the Project. The determination of whether to use the OCIP approach for the project is entirely at the discretion of the CCSF. Alternative methods of insuring construction projects, including having insurance arranged by the contractors, may be considered.

3.3 Brokers may approach insurers or other underwriting sources for information about OCIPs, but may not claim to represent the CCSF. Do not make any market reservations, commitments, quotations or blockages for any insurance or reinsurance in connection with this RFP.

3.4 RFP Calendar

<u>Event</u>	<u>Date</u>
Issue RFP for Broker/Administrator	
Broker Proposals Due	
Complete Evaluation of Written Proposals....	
Interview Finalist Candidates	
Select OCIP Broker	
Finalize Broker Services Contract.....	
Bind OCIP Insurance Coverages.....	

4. PROJECT OVERVIEW

4.1 Project Description

4.2 Number of Contractors. **The CCSF is considering the use of multiple prime contractors. If this option is accepted there could be as many as ____ prime contractors, or more.**

There are no (or are) unique trades required for the Project. Subcontractors will be enrolled due to phasing of construction. According to the Construction Manager, Project Manager, Program Manager, or OCIP Manager the types of subcontractors expected to work on the Project include, but is not limited to, the following (change classes below as necessary):

Demolition	Miscellaneous Steel Erection	Pipe and Duct Insulation
Sheeting and Shoring	Masonry	Mechanical Rigging
Shoring Tie Backs	Precast Concrete (Erection)	Emergency Generator
Dewatering	Window (Erection)	Sun Shades (Install)Column Covers
Excavation	Glass and Glazing (Exterior)	Audio Visual Installation
Trucking	Glass and Glazing (Interior)	Telephone and Data Cabling
Pile Driving	Caulking (Exterior)	Security System Installation
Concrete	Caulking (Interior)	Sprinkler Installation
Reinforcing Steel (Installation)	Roofing	Elevators and Escalators
Concrete Finishing	Metal Siding (Installation)	Aluminum Framed Openings
Waterproofing	Drywall	Testing and Balancing
Concrete Centering	Acoustical Ceilings (Metal)	Crane Rentals
Concrete Pumping	Acoustical Ceilings (Other)	Hoist Rentals
Plumbing	General Interior Trades	Trash Service
Electrical	Rough Carpentry	Surveying
Sheet Metal	Finish Carpentry	Locksmith
Mechanical Piping	Doors and Hardware (Installation)	Temporary Toilets
Utilities	Ceramic Tile	Temporary Electric
Street Saw Cutting	Terrazzo	Custom Millwork
Street Patching	Carpeting (Install)	Shelving
Landscaping	Painting	Conveyors
Structural Steel (Erection)	Vinyl Wall Covering (Install)	Signage
Metal Deck Installation	Temperature Control	Furniture and Book Moving
Steel Stud Installation		Demountable Partitions

4.3 Estimated Workers' Compensation Payrolls. The following estimates were provided by the construction manager and include relocation, construction, and remodeling activities:

<u>Trade</u>	<u>Bare Labor</u> <u>Payroll</u>
Administrative (construction management)	
Laborers.....	
Carpenters	
Iron Workers	
Operating Engineers	
Painters.....	
Cement Finishers	
Masons	
Fireproofers.....	
Waterproofers	
Caulkers.....	
Glazers.....	
Terrazzo.....	
Ceramic Tile.....	
Carpet Installer.....	
Truck Drivers.....	
Sheet Metal	
Plumber	
Electrician	
Pipe Insulator	
Mechanical Testing.....	
Total Estimated Project Payroll	

5. SUBMISSION REQUIREMENTS

- 5.1 The proposals submitted in response to this Request for Proposals should be a straightforward, concise and readable description of the broker’s capabilities to provide OCIP insurance brokerage, professional and technical services. Submission of technical literature, display charts or other supplemental materials is optional and at the discretion of the Proposer. Responses become the property of the CCSF.
- 5.2 Proposers shall enclose _____ () **copies** of their proposals in a sealed envelope. A transmittal letter, signed by the authorized representative of the proposing entity, shall accompany each proposal.
- 5.3 Please deliver the _____ **copies** of your proposal on or before [time], [date], to:

[contact information]

In addition, two copies of your Proposal must be delivered to the **Owner’s** consultant at the address below at the same time and date:

?????????

?????????

- 5.4 The CCSF reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time; to reject any and all proposals, or any part thereof, without indicating any reason for such rejection; to accept any proposals or any part thereof; to waive any information or defects in any proposal; or to procure brokerage and administrative services by any other means as deemed to be in the best interest of the CCSF.
- 5.5 The CCSF shall not be responsible to pay any costs incurred in proposal preparation, presentation, demonstration or negotiation, nor does it commit to procure or contract for any services. All costs or proposed preparation, presentation, demonstration and negotiation shall be borne by the Proposer. Brokers whose proposals are deemed to be responsive may be invited to interviews at their own expense.
- 5.6 At any time prior to contract award, as a function of the negotiation process, the CCSF reserves the right to remedy technical errors in responses to the RFP and to modify the published scope of services and to approve or disapprove the list of subconsultants. The CCSF reserves the right to request specific consultants with specific expertise to be added to the team, if the CCSF determines that specific expertise is lacking in the proposed project team. The CCSF reserves the right to re-issue or change this RFP,

6. PROPOSAL CONTENTS

Firm and Service Office Qualifications

6.1 Your proposal must contain responses to the following questions and requests for information in the exact order shown along with any pertinent supporting information.

1. Provide a brief history and description of your firm or team. Discuss the qualifications, experience with CIPs, scope, capability, recent mergers or divestitures and areas of specialization.
2. Provide a copy of your firm's latest audited financial statement or other verified current information about your firm's financial condition.
3. Describe your firm's and team's organization and the manner in which services will be furnished. Describe the size and location of the office(s) from which you would serve the CCSF's OCIP. Describe what access the CCSF will have to your firm's senior management. Identify any subconsultants and their key personnel who you intend to incorporate into your team, and their anticipated responsibilities.
4. Describe the number, experience, qualifications and responsibilities of the personnel who would be working directly on the OCIP. Include an organization chart, resumes of all key personnel, particularly the account executives and safety personnel to be assigned. Indicate whether you are prepared to commit these resources on an on-going basis. List all OCIP experience for each team member with an emphasis on all similar experience in _____. Describe any non-employee or independent contractor resources you would assign to the OCIP.
5. Describe your firm's participation and expertise in public entity insurance program design and administrative services, particularly in California, or as insurance broker for construction companies. Provide five (5) specific client references with names, addresses and telephone numbers of appropriate contacts. OCIP references are highly preferred.
6. Describe how you would be compensated for brokerage and administrative services. If on a time-and-expense basis, indicate the hourly rates for anticipated assigned personnel. The CCSF prefers to compensate the OCIP broker on a fee basis or negotiated commission. If you believe commissions are preferable for certain placements, please estimate your commission rates on anticipated coverages. Indicate whether any applicable minimum or maximum would apply to either fees or commissions. Specify which commissions would offset fees.

When estimating your broker compensation, assume that the CCSF will provide no safety or loss-prevention personnel. Present plans are that the insurer and/or the broker will provide OCIP safety resources.

Please estimate your broker compensation to include the following optional safety resources:

1. A **half-time** safety consultant provided by the broker
2. A **full-time safety** consultant provided by the broker.

Under both scenarios, please estimate also how much safety consulting work would be provided by the OCIP insurer.

7. Describe your approach to OCIP insurance marketing services. Discuss briefly any distinguishing characteristics of insurance placements by your firm where your clients realized significant savings and how else your services benefited them. Describe your approach to OCIP administrative services, claims management, safety and loss control and risk management information systems.
8. Describe briefly how you would accomplish each item listed in Appendix B “Anticipated Scope of Services.”
9. Provide your best estimates of the costs of the OCIP program for the project term using the hypothetical insurance specifications, payrolls and exposures provided below. Your premium cost estimates will be carefully compared to other brokers’ proposals.
10. **The CCSF has established Local Minority-owned Business Enterprise subconsulting goal of ##% and Local Woman-owned Business goal of ##%. Responses must clearly state the MBE and WBE participation for subconsults. Complete CCSF Human Rights Commission (HRC) Forms 1, 2A, 2B, 3, 4, 5, 6, and 12B. [Verify with HRC] Proposers are required to familiarize themselves and be in compliance with current HRC requirements. San Francisco Administrative Code §§ 12B and 12D are incorporated by reference as though set forth in full herein, and will be incorporated in any contract awarded through this RFP. Any questions regarding the HRC program should be directed to [HRC contact]. [ANY RATING DISCOUNT?]**

6.2. OCIP Pricing – Premium Indicators

[WHERE INSURANCE MARKET CONDITIONS ARE FAVORABLE TO THE CITY, PREMIUM INDICATORS SHOULD BE USED AS A SELECTION CRITERION. THE RISK MANAGEMENT OVERSIGHT COMMITTEE SHALL MAKE THE FINAL DETERMINATION WHETHER TO REQUIRE PREMIUM INDICATORS FROM PROSPECTIVE CONTRACTORS.]

Proposers are to provide premium indicators of GUARANTEED RATE insurance (i.e. ratable by exposure or values, but not loss sensitive) for the following coverages, limits and assumed exposure data. Please also provide premium indicators of insurance for workers’ compensation and general liability coverages with a **\$250,000** combined per-occurrence deductible. State the project aggregate stop-loss deductible amount for the premiums that

you propose. You are required to complete the OCIP Premium Pricing Model in Appendix A.

<u>Coverage</u>	<u>Limits</u>	<u>Deductible</u>	<u>Rating Basis</u>
Workers' Compensation	Coverage A: Statutory Coverage B: \$2 million each employee/ \$2 million each accident/ \$2 million each disease	Nil and \$250,000 combined per occurrence	Use exhibit of WC payrolls and classifications
General Liability	\$2 million per occurrence \$2 million general aggregate \$2 million products/completed operations aggregate Annual reinstatement of aggregates	Nil and \$250,000 combined per occurrence	Use exhibit of WC payrolls and classifications
Builder's Risk	\$150 million	\$25,000	Project Budget
Excess Liability	\$25 million excess of the primary policy	Nil	Flat

6.3 Insurance Marketing

1. Describe your assessment of the current market conditions for CIP's. List the major insurance companies (and contacts) with whom your firm has placed CIP's. Identify any additional markets you would consider for insurance coverages and services under the CIP.
2. What is the methodology you employ in marketing CIP's to insurance companies? Who on the team is responsible for this work? How many CIP's have they actually marketed? How does your methodology maximize leverage in the markets.

6.4 Program Administration Plan

1. What product/services has your firm specifically "created" that make the customer's CIP more competitive than other CIP's?
2. Describe the full range of administrative services your firm would provide and how each is necessary for the overall CIP program success. Specifically describe your contractor enrollment, communication, administration and policy issuance process. If necessary, provide a work/task flowchart depicting your approach.

3. Describe the formal documents that your firm will produce with respect to the roles, responsibilities, process, etc. for “The Project” and its contractors. What role do you see the “OCIP manager” playing in this developmental process?
4. What communication will be provided and by whom for; (a) pre-bid documents and meetings; (b) pre-construction meetings and contractor enrollment; (c) auditing compliance standards & (d) follow-up on monthly payroll reporting

6.5 Risk Evaluation and Control

1. Describe how your firm will identify and evaluate exposures covered by the CIP. Include examples of any process used. Discuss loss control, safety and other technical services available from your firm. Describe how your firm will coordinate and supervise loss control and safety services for all parties. Describe what incentive plans you will propose for the contractors on the project. Be specific and show examples of previous plans.
2. What is your approach to analyzing the CIP's safety needs and maximizing the return on “The Project's” safety investment? Include in your discussion the roles of the owner, CM, contractors of all levels, broker and insurance carrier.

6.6 Claim and Information Management

1. Describe your firm's construction claim management services as they relate to cost containment, loss mitigation and litigation management. Describe how your firm will coordinate claim administration services for the duration of the CIP to ultimate closure.
2. Describe your CIP risk management information system in detail. What types of data do you accumulate and how is it reported back to the “program manager”? Provide sample reports generated by your system. How may CCSF have access to the information in the database?

6.7 Performance Measurement and Compensation

1. Discuss the recommended approach by which the “program manager” can best measure each aspect of your proposed service on an ongoing basis over the life of the project.
2. From an insured's perspective, describe the impact both positive and negative of the current and continuing trend of mergers and acquisitions in the broker and insurance industry.

7. SELECTION PROCESS AND EVALUATION CRITERIA

- 7.1 Proposals will be evaluated for completeness and compliance with the requirements of this Request for Proposals. Those proposals that are incomplete will be rejected. The CCSF also reserves the right to reject any and all proposals prior to its execution of a contract.

7.2 Minimum Qualifications. All brokerage firms submitting proposals must meet the following minimum qualifications in order to be considered for evaluations:

1. Firm must be licensed to do business in the State of California as a property and casualty insurance broker or agent.
 2. Firm must be able to provide satisfactory evidence of adequate insurance for workers' compensation and employers liability, general and automobile liability, and professional errors and omissions liability. CCSF desires evidence of coverage with minimum limits of at least \$10 million per occurrence for each category of liability insurance.
 3. Firm must **[be of certain size, revenue, employees, assets, reserves, whatever]**
 - [4. Firm's experience with CIPs, number of jobs of certain size, # of public projects.]**
 4. Firm must state its willingness to comply with the CCSF's standard contractual terms, including indemnification and terms required by CCSF ordinance, and to negotiate a broker/insurer services agreement with the CCSF. A copy of CCSF's standard contractual terms is attached.
- 7.3 Proposals meeting the minimum qualifications and considered complete will be evaluated to determine if they comply with the administrative, technical and pricing [?] requirements of this RFP. If the proposal is unclear, a broker may be asked to provide written clarification. Proposals that do not meet all requirements may be rejected.
- 7.4 Brokers meeting minimum qualifications may be asked to attend oral interview sessions before a panel selected by the CCSF. The interviews are currently scheduled to be held at the CCSF offices in **[location]** on **[date]**. There is no minimum or maximum number of Proposers for the oral interviews or requirement that interviews be held at all. Only those personnel anticipated to **[play a key role, 25% of their time, performing the actual marketing, etc.]**
- 7.5 Proposals and interviews, if any, will be evaluated and scored by an Evaluation Committee according to the following criteria and weights:
1. Quality of the Written Proposal (up to 30 points)
 - Thoroughness and completeness of information requested
 - Clarity and conciseness of written proposal
 - Understanding and acceptance of the proposed Scope of Services
 2. Capability to provide OCIP services (up to 40 points)
 - Experience and OCIP qualifications of assigned key brokerage employees

- Experience and qualifications of the firm to design and implement OCIP insurance programs responding to the Agency's needs
 - Experience and capability of the firm to negotiate competitive and comprehensive insurance programs with major OCIP insurance markets
 - Firm's ability to provide OCIP administrative services
 - Risk management information systems appropriate to OCIPs
 - Quality of the firm's references for both OCIP and non-OCIP programs
 - Flexible and appropriate brokerage compensation arrangements
3. Competitive pricing for OCIP coverages (up to 30 points)
- Compliance with the model specifications
 - Competitive workers' compensation, general liability, excess liability and builder's risk proposed premiums
- 7.6 On or about **[date]**, the Evaluation Committee intends to announce its ranking of proposals for the OCIP and enter into direct negotiations for a broker services contract with the highest ranked Proposer. If the **[Department]** determines that agreement cannot be reached with the highest ranked Proposer, the **[Department]** may terminate negotiations and elect to negotiate with the next highest ranked Proposer, and so on, until an agreement is reached or the RFP is cancelled.

Appendix A

**XYZ PROJECT
OCIP PREMIUM PRICING MODEL**

Complete the following information:

	Guaranteed Rate No WC/GL Deductible Plan	Guaranteed Rate \$250,000 per- occurrence WC/GL Deductible Plan	Project Aggregate Stop-Loss
Average OCIP Rate per \$100 Payroll			
Total OCIP WC Premium			Indicate the WC/GL Project Aggregate Deductible:
Total OCIP GL Premium			
OCIP Builder's Risk Premium (\$25,000 deductible)			
OCIP Excess Liability Premium (\$25 million limit)			
Total Estimated OCIP Premiums			

Use the following information to develop your estimated costs. Use additional sheets as necessary to explain your calculations.

CONSTRUCTION ACTIVITY	ESTIMATED PAYROLL*	ASSUMED WC CLASSIFICATION**	WC CLASS DESCRIPTION
Construction Mgmt.		5606	Supervision
Laborers		5446/47	Drywall Install.
Carpenters		5403/32	Carpentry
Iron Workers		5040	Iron Erection
Operating Engineers		8601	Engineers
Painters		5474/82	Painting
Cement Finishers		5213	Concrete Constr.
Masons		5022	Masonry
Fireproofers		5022	Masonry

Waterproofers		5213	Concrete Constr.
Caulkers		5213	Concrete Constr.
Glazers		5467/70	Glaziers
Terrazzo		5348	Tile Work
Ceramic Tile		5348	Tile Work
Carpet Installer		9521	Floor Cov. Install.
Truck Drivers		7219	Trucking
Sheet Metal		5538/42	Sheet Metal
Plumber		5183/87	Plumbing
Electrician		5190/40	Electrical
Pipe Insulator		5183	Insulation
Mechanical Testing		8601	Engineers
Total Payroll			

* Information provided by [source]

** These classifications are not necessarily the correct ones for the payrolls indicated and are provided only to assist proposers in preparing their estimates.

Appendix B

SCOPE OF SERVICES

1. Insurance Program Design and Marketing

- Conduct a project risk assessment and identification of exposures to determine the need for special coverages.
- Design, market and implement the broadest insurance program at the most reasonable cost that adequately protects the Agency and all other parties against the risks arising out of the construction project.
- Represent the CCSF in all negotiations with insurers, underwriters, insurance regulatory authorities and all other parties with regard to the OCIP.
- Carefully check the wording and accuracy of each policy, binder, certificate, endorsement or other document received from insurers and obtain revisions in such documents when needed.
- Verify the accuracy of all rates and premiums charged.
- Promptly submit originals of all policies and endorsements to the CCSF.
- Be available to answer questions from the CCSF and the construction managers.
- Obtain answers from underwriters to policy-coverage questions.
- Attend meetings with CCSF and project personnel when requested.
- Prepare and issue insurance certificates and endorsements as requested by the CCSF.
- Assure that insurance policies are placed with reputable and financially responsible insurers.
- At least 60 days prior to the program anniversary, submit a written report stating:
 - Insured program earned premiums and insured and retained losses by coverage line
 - Expected renewal terms and conditions and other indications of market conditions, trends and changes
 - Identified problems in such areas as claims handling, safety hazards, uninsured risks, etc.
 - Recommendations for improved program design and coverage
 - Services performed, billed and planned
 - Accounting of all income received from the CCSF and/or the insurer on the OCIP, and the method by which fees and commissions are calculated

2. Risk Control Services

- Continually monitor the Project's construction activities and loss exposures, evaluating risks to determine the needed level of risk retention and risk transfer, and recommend appropriate coverage changes or new coverages.
- Review and comment on insurer loss control activities and recommendations.
- Review legal contracts and advise the CCSF on risk transfer implications.

3. Contractor Bidding Services

- Help the CCSF develop a contractors' bidding package with instructions that explain the OCIP coverages and contractors' requirements.
- Thoroughly educate all contractors on all aspects of their participation in the OCIP.
- Participate with CCSF and construction management personnel in pre-bid meetings to explain the benefits and purpose of the OCIP to contractors.
- Analyze contractors' bids to determine whether they follow the bidding instructions and whether premium deductions for the OCIP coverages are reasonable.
- Analyze contractors' bids to help the CCSF qualify contractors on the basis of their safety practices and experience modifications.
- Prepare and distribute to all contractors and subcontractors an OCIP manual that provides information about the insurance program, claims reporting, statistical record keeping and safety procedures.

4. Claims Management Services

Design and management of overall claims management process

Assist in selection of third party claims administrator, if needed

Monitoring of claim service providers' performance

Development of reporting procedures by contractors

Monitor claims reporting procedures

Quarterly claim review meetings

Interaction with the carrier, CCSF and contractors regarding special claims investigations

Monitor carrier's loss information system

Claim review analysis and reserve analysis, including utilization of structured settlements

Assist the CCSF in the adjustment and settlement of claims arising from the OCIP.

Conduct periodic claims reviews to ensure efficient claims handling by the insurer.

- Maintain accurate claim data on an accident date basis and provide the State with detailed reports.
- Recommend deductible levels appropriate to contractors for each claim. Assist the CCSF in recovering deductible amounts from the respective contractors.
- Advise the CCSF on how coverage applies to specific claims.
- Arrange and negotiate fees for medical services near the project site for parties injured from the OCIP activities and utilize other cost containment procedures.
- Benchmark the OCIP claims against other large construction projects, similar OCIPs and industry averages, using OSHA data and the project's loss frequency and severity rates.
- Analyze and develop the OCIP losses to their ultimate level to determine potential dividends from the OCIP insurance program.

5. OCIP Administration Services

- Track all insurance-related documents and retain organized, easily transferable records of all aspects of the OCIP program.
- Monitor the accuracy of contractor payroll reports and the workers' compensation premium calculations by the insurer.

- Secure and maintain up-to-date evidence of automobile liability and other required non-OCIP insurance coverages from all contractors.
- Coordinate the timely filing of required workers' compensation statistical reports.
- Verify the insurer's dividend calculations under any loss-sensitive insured plan.
- Make progress reports on the insurance program to the CCSF when requested.
- Prepare and present an annual written report for the CCSF on the progress of the OCIP until the time when the OCIP is closed.
- Execute a written broker-services contract with the CCSF that defines the scope of services and performance standards.

6. Loss Control and Safety Services

- Assist the CCSF in developing a construction loss control program that includes:
 - An inspection program
 - A safety training program
 - A safety manual
 - First aid and injury programs
- Assist the CCSF in engaging an experienced OCIP safety manager, as needed, to implement a coordinated loss control program.
- Interact frequently with the safety manager on issues of contractor safety compliance.
- Advise the CCSF on how it can best use the loss control resources of its OCIP insurer.
- Assist the CCSF in developing procedures for keeping detailed safety records.
- Assist the safety manager in analyzing the frequency, severity and causes of losses incurred on the OCIP.
- Assist the safety manager in developing crisis management and disaster control plans.
- Assist the safety manager in developing a construction safety incentive program for contractors.

7. Risk Management Information System Services

- Determine the risk management information systems (RMIS) needs of the OCIP.
- Implement a risk management information system that accurately interfaces with the systems of the OCIP insurers, especially with regard to claims.

- Promptly and accurately input the OCIP payroll, exposure, safety and contractor data into the RMIS.
- Prepare RMIS reports on a regular basis that keep the CCSF informed on the progress of the OCIP.
- Maintain contractor tracking logs that include:
 - An alphabetical listing of all contractors, including name, address and telephone numbers
 - Lists of all contractors by tiers of relationships
 - Contract award dates, start-up dates and completion dates
 - Policy type, number, term, limits, insurer and coverage
 - Underwriting data by experience modification, estimated contract and payroll data, labor classifications, rates and lower tier contractor cost
- A policy and form information tracking system to track receipt and transmittal of the policy forms of all contractors and insurance companies.
- Monthly payroll reporting.
- Exception reporting to identify contractors not in compliance with RMIS requirements.
- Financial information, including development/trending of losses, reserve analysis, retrospective rating/dividend analysis, records of transactions and other information as appropriate.
- Confirm that the RIMS can accurately import the OCIP insurer's claims and policy data.
- Confirm that the RMIS data belongs to the Agency in case there are future changes in systems or vendors.

8. OCIP Close-Out Services

- Recommend to the CCSF on when and how the OCIP should be terminated and the program revert to the traditional insurance provided by contractors.
- Provide for and monitor the late reporting of claims arising from the OCIP
- Recommend to the CCSF whether it should negotiate a lump sum buy-out of outstanding claims with its OCIP insurer.
- Recommend to the CCSF on how it should make the transition to its regular risk management program, paying special attention to design errors, construction defects and pollution exposures.

