



To: All Prospective Bidders

From: Purchasing Department

Date: November 19, 2018

Subject: Inquiries and Responses

RFP#: 104-2018 Professional Insurance Brokerage and Consulting for the Music City Center

Inquiries and Responses:

1. What position titles at the Music City Center serve on the selection process committee?
We are not at liberty to disclose any information regarding the selection process committee.
2. What areas consume the majority of the risk management department's time?
The safety and security of attendees, contractors, and employees.
3. Please provide 5 years of currently valued loss runs for lines of coverage included in the request on page 7.
This information is outside the scope of this RFP. The request is for potential bidders to determine their cost to the Convention Center Authority, which does not include the cost of the insurance policy.
4. Does the Music City Center anticipate any future construction projects or renovations?
Yes. Future projects or renovations are defined by the Convention Center Authority's Board of Directors on an annual basis.
5. How many outgoing certificates of insurance are being issued by your broker?
Approximately 5 – 10 per year
6. How many incoming certificates of insurance are being collected by the Music City Center from vendors?
Approximately 150-175 per year based on the type of business for the year
7. How is the compensation to the current broker structured? Is it fee or commission, or both? Please state the total annual broker compensation.
Compensation is commission based. Each potential bidder must propose their broker compensation.