



ADDENDUM #3 INFORMAL BID 2020-107

Kitsap County Department of Administrative Services
Risk Management Division
for

Risk Management Information Software

TO: All Respondents
FROM: Vicki Martin, Buyer
CLOSING DATE: Tuesday, February 25, 2020 at 3:00 PM (UNCHANGED)
REF NO.: 2020-107 RFP
DATE: February 18, 2020

In response to questions received, the following information is provided to assist in responding to the above referenced proposal.

QUESTIONS AND RESPONSES

1. Question: Can the county provide information on any claims management and/or RMIA solutions currently in use?

Answer: The current system is called Risk Manager (Eric Systems).

2. Question: How many county users will require access to the RMIS?

Answer: 4 users with all access rights. The capability for unlimited view access only is desired.

3. How many active contracts require Certificate of Insurance tracking?

Answer: Approximately 600.

4. Is the county interested in a full-service Certificate of Insurance Management solution (vendor manages certificate data entry and certificate review) or Self-Service solution (county manages certificate data entry and review)?

Answer: Self-Service

5. Has the county developed a timeline for this project?

Answer: There has been no timeline set but it is anticipated vendor selection and contract implementation will take place before the end of April 2020.

6. How will the county evaluate proposals and responses to the RFP? What criteria is most important to the county?

Answer: A point system will be used to calculate the completeness of the submitted proposal, suitability and capability of software, scope of services detail and pricing.

7. Will the county require conversion or upload of historical data from other systems? If so, which?

Answer: Historical data will need to be uploaded.

END OF ADDENDUM # 3