



Purchase of Insurance Products for the Halifax 2011 Canada Games Host Society

RFP No. MA10-739

ADDENDUM #1

PLEASE NOTE: Due to the tight timelines associated to this Request for Proposals no further questions will be accepted. Based on the information listed below we feel that as much detail as is available at this time has been provided. We appreciate your interest in this tender.

Please note for purposes of quote, the following clarifications:

- The Host Society will require a large number of vehicles at Games time to operate the motor pool and transport equipment to venues. Traditionally the vehicles are obtained through a sponsorship agreement with a provider and previous Host Societies have been responsible for insuring the vehicles. At this time we are not able to provide further detail as an agreement with a vehicle provider has not been finalized. Additionally, it is unclear how many volunteers and staff will be using their personal vehicles to conduct business on behalf of the Host Society. Once the details are known we would meet with the selected broker to determine our policy requirements.
- The Host Society has negotiated a policy for 3 years with an insurance provider for Directors and Officers Insurance. The insurance for the Directors and Officers is not in the scope.
- *“Those parties who are indemnified by the Host Society, as referenced in section 33.2, will be included as Additional Insured...”* Those parties include Canada, the Province of Nova Scotia, the Halifax Regional Municipality, and the Canada Games Council.
- Under the references requirement the RFP asks for at least 3 current clients and 3 past clients. The purpose of this is to provide the Host Society with information to demonstrate that you have experience in providing insurance to similar types of clients.

- Any information regarding the quote, be it VIK or cash, is to be placed in the sealed Price Envelope.
- As of May 31, 2010, the value of office furniture and equipment has increased to approximately \$10,000. The value of the office furniture and equipment would be split between our two current offices: Barrington Tower location (\$8,000), Halifax Ferry Terminal (\$2,000). We do not anticipate a significant increase in the value of office furniture and equipment moving forward – the majority of items are donated from the Province of Nova Scotia or are owned and insured through the Halifax Regional Municipality.
- IT assets in the offices are valued at approximately \$15,000, split 80/20 between the Barrington Tower and Halifax Ferry Terminal. The remaining IT assets are stored in the Mackintosh warehouse.
- As of May 31, 2010, the Mackintosh Warehouse contains approximately \$1,000,000 worth of equipment. We require insurance for the items stored in this warehouse. Our second warehouse space will not require insurance.
- Assume for the purposes of this RFP that we require coverage for all items that will be transported to the 13 sport venues and 20+ non-sport venues in February 2011. Our asset list is updated monthly (1- office furniture and equipment, 2 – IT assets, 3 – equipment stored in warehouses) and we will work with the selected broker to insure the assets appropriately.
- Security firms will be contracted for overnight security services and various assignments still to be determined. Access control at sport venues and in the Athletes Village will be managed by volunteers. Once these details have been further defined we will work with the selected broker to determine the appropriate coverage.
- Assume for the purposes of this RFP that athletes at the Games in February 2011 and all pre-events listed in the tender document will require insurance coverage.
- Athlete's ages range from 13 to 23 depending on the sport.
- Based on previous Games we anticipate a total number of 3600 participants over the 18 days of the event. Approximately 1800 athletes, coaches, and managers will travel to Halifax for week 1 and a new group of 1800 participants will arrive for week 2.
- At the 2007 Canada Games in Whitehorse, Yukon, the sport of Snowboarding was added to the schedule. In 2011 new disciplines for persons with a disability have been added for Alpine Skiing and Cross Country Skiing. For a full listing of sports please refer to our website: <http://www.canadagames2011.ca/en/home/default.aspx>

- Based on feedback from the Canada Games Council and a review of previous Games reports we are unaware of any claims made for the past 5 Canada Games.
- For the purposes of this RFP assume that the ski hill operators are responsible for maintaining the ski hills for these events.
- Venue use agreements will be signed with all venues, including the ski hills, and each venue owner will be required to provide hold harmless agreements and copies of insurance certificates to the Host Society.
- A thorough risk management plan is being developed for each venue that includes a complement of medical services to be provided for all sports at the venues. Further detail on these plans is unavailable at this time.
- Property details are as follows:
 - Halifax Ferry Terminal – owned by the Halifax Regional Municipality
 - Barrington office – sub-leased space from Nova Scotia Power Inc.
 - Mackintosh warehouse – owned by the Halifax Regional Municipality

Further detail is unavailable at this time.

- Details regarding special events, the Opening & Closing Ceremonies is as follows:
 - Opening Ceremony
 - February 11, 2011
 - Event time to be decided
 - 2 hours in length
 - Venue – Halifax Metro Centre, 1800 Argyle St. Halifax, NS
 - Capacity 10,000
 - To be held indoors
 - Permanent seating and floor seating
 - Liquor will not be served
 - First Aid to be provided by venue staff
 - Fire Protection to be provided by municipality
 - Similar event has been held at past Canada Games
 - No losses have been reported
 - Closing Ceremony
 - February 27, 2011
 - Event time 2 – 4 pm
 - Remaining details as above

The following information should be included in proposals:

- Identification of the proposed underwriters and, if requested by the Host Society, the Broker must be able to prove stability and financial worth of the Underwriters.
- Statement of the Broker's administration and services, including, but not limited to, methods, procedures and sequence of events necessary to submit and adjust claims.
- Proposals must be accompanied by all terms, conditions and exclusions.

The following pricing information should be included in the sealed envelope:

- Pricing for deductibles at \$500, \$1,000, and \$2,000 for both property insurance and liability insurance policies.
- Premium considerations, including rates, if applicable, and amount of total remuneration to the Broker.
- Net premium and broker's fee for each class of insurance.

For further information on Contribution or Consideration for Marketing Rights please review the attached Rights and Benefits.