

**RFP 2022CommIns005**  
**Commercial Insurance Provider**  
**RFP ADDENDUM NO. 5**

To All Potential Bidders:

This addendum is issued to modify the previously issued bid document and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal. **Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, per instructions Section 8 Addenda Checklist.**

**Changes/Additions**

Clarification will be included the Workers Compensation is NOT part of the commercial RFP for Kilgore College.

Questions asked/answered. Forms completed, Schedule Provided

- Please fill in all green highlighted Cells in the attached Property SOV – **attached as addendum 5 document**
- Please fill in all green highlighted Cells in the attached Historic Premium & Exposure Basis - **attached**
- Please provide a copy of your most recently filled out higher education application you have filled out. **I don't know what this is referring to.**
- Please provide the institutions accreditation and any warnings, probations, show cause, withdrawal, denials or appeals
- Please provide current and prior two years total revenue
- Please provide the current year and prior two years of total expenditures
- Please provide the current year and prior two years of surplus/deficit
- Please provide the current year and prior two years of total tuition

	<b>2022</b>	<b>2021</b>	<b>2020</b>
Operating Rev	32,869,641	17,593,559	19,156,534
Nonoperating Rev	29,099,065	32,851,762	30,726,502
<b>Total Revenue</b>	<b>61,968,706</b>	<b>50,445,321</b>	<b>49,883,036</b>
Operating Exp	53,715,323	50,323,293	45,078,352
Nonoperating Exp	131,281	147,463	9,793,629
<b>Total Expenditures</b>	<b>53,846,604</b>	<b>50,470,756</b>	<b>54,871,981</b>
<b>Surplus/(Deficit)</b>	<b>8,122,102</b>	<b>(25,435)</b>	<b>(4,988,945)</b>

<b>Total Tuition</b>	<b>9,564,696</b>	<b>7,236,259</b>	<b>9,582,499</b>
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<b>Facilities Rental Revenue</b>	<b>4,420</b>	<b>3,725</b>	<b>6,707</b>
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- Annual revenues of rental of facilities **see above**
- Please provide the Number of Students:
  - Undergraduate: Full Time      Part Time      E Learning
  - Graduate Students: Full Time      Part Time      E Learning
  - Other: Full Time      Part Time      E Learning

<b>• ALL STUDENTS</b>	<b>Fall 2022-23</b>	<b>Spring 2022-23</b>
<b>Full Time</b>	<b>1971</b>	<b>1705</b>
<b>Part Time</b>	<b>3218</b>	<b>2978</b>
<b>TOTAL</b>	<b>5189</b>	<b>4683</b>

<b>EXCLUDING FULLY ONLINE STUDENTS</b>	<b>Fall 2022-23</b>	<b>Spring 2022-23</b>
<b>Full Time</b>	<b>1703</b>	<b>1414</b>
<b>Part Time</b>	<b>2531</b>	<b>2266</b>
<b>TOTAL</b>	<b>4234</b>	<b>3680</b>

- Please provide the number of:
  - President/Chancellor/Administrators: **1 President** - Full Time **6** Part Time **0**
  - Teaching Faculty: Full Time **136**      Part Time **173**
  - Nurses / Counselors / Psychologist / Athletic Trainers / Other Professional Staff: **not tracked separately**  
Full Time      Part Time
  - Security / Law Enforcement: Full Time **7**      Part Time
  - All Other Employees: Full Time **172**      Part Time **118**
- Please provide the amount of your endowment **Kilgore College Foundation - \$21,677,154**
- Please provide information about your trade schools
  - Type of Trade School (truck driving, police, fire, etc.) **CDL Program, East Texas Police Academy, East Texas Fire Academy, Welding program, Diesel Mechanic Program, EMT programs. East Texas Lineman Program**
  - # of students in each trade school **see attached spreadsheet**
  - Any off campus exposure for trade schools **we do offer workforce programs at off-site locations**
- Please provide a list of athletic sports you have and what division (NCAA Division I, II, III, NAIA) **NJCAA, Men's & Women's Basketball, Football, Softball, Rangerettes, Twirlers**
- Do you offer the following:
  - Club or Intermural Sports, if so what? **no**
  - Sports programs or camps available to the general public, if so what? **no**
  - Do you have a fitness facility open to the public, if so what is the total number of members and annual receipts?
- Please provide a list of what countries you go to if you have any studies abroad. **None**

- What medical facilities do you have? **Student nurses office only**
- Workers Compensation:
  - Copy of Current NCCI Experience Modifier **attached**
  - Current payrolls by classification **separate email sent**
  - Projected payrolls by classification **separate email sent**
- Do you have on campus security call boxes? **no**
- Do you have an after-hours escort service? **No, but provide if requested.**
- Do you have a policy in place to contact parents if a student poses a risk **We do not have a policy, but abide by federal privacy and crime reporting laws and could contact the parents if allowed by law.**
- Any power derived by solar panels / geo thermal / wind turbines? **No** If so please provide details
- Please provide # of Pools and if there are the following **1 pool, closed (information provided in RFP on page 39)**
  - Safety Rules posted **yes, but pool is closed**
  - Depth Markers **yes, but pool is empty**
  - Life Guard on duty at all times **no, pool is not closed and never used**
  - Locked after hours **pool is closed and behind locked doors 24 hours**
  - Any other safety measures **no**
- Does the college sell alcohol? **No**
- Do you have written policies that regulates the conditions in which alcohol may be served:
  - On campus parties or event by any fraternities, sororities or other student organizations? **n/a we are a dry campus**
  - Off-campus parties or events by any fraternities, sororities or other student organizations? **n/a we do not have fraternities, sororities, or off campus student organizations.**
  - Athletic events? **We are a dry campus no alcohol served.**
- Establish code of conduct and disciplinary action for alcohol and if yes who handles disciplinary action?
- Dorm Information:

Kilgore College Residence Halls		
No.	Hall	Max Capacity
1	Nolen Hall & Annex	151
2	Quadrangles	120
3	Gussien Nell Davis	80
4	Stark	206

- Each building equipped with a hard-wired smoke/heat detection system? **See attached addendum 5 document**
- Each building equipped with central station and burglar alarms? **Yes See attached addendum 5 document**
- Are fire alarms provided **See attached addendum 5 document**
- Each room equipped with smoke detector?
- Fire extinguishers and pull station alarms on each floor? **Yes**
- Doors are kept locked at all times (24/7)? **Yes**
- Electronic keycard or security code access? **Yes**
- Security cameras at entrances? **Yes**
- Do you have a strict policy prohibiting smoking, candles, space heaters, hot plates or other heat producing items inside the dorm rooms? **From the Housing contract:**
  - **RULES-Student must comply with all rules in the Campus Life/Housing Handbook, Kilgore College Student Code of Conduct, and all Kilgore College Board Policies which are now in effect or may come into effect during the term of this Contract. All such rules are incorporated into this contract. In addition, the following rules apply:**

- 4. No alcohol, weapons (other than legally concealed weapons as discussed herein), illegal drugs, narcotics, tobacco products, or simulated tobacco products of any kind, or electronic cigarettes or the like are allowed.
    - 5. No open flames, open heating element devices or fireworks
  - Is training provided for Resident Advisor's (RA's) and other staff to recognize potential threats a student may make against themselves or others? **Yes, the resident assistants meet with the Title IX coordinator and counseling services to discuss these items.**
  - Are fraternities/sororities required to carry their own liability insurance, including liquor liability? **We do not have fraternities or sororities.**
- 12/15 Passenger Van questions:
  - Do you allow students to drive passenger vans? **No**
  - If yes, what is the minimum age you require? \_\_\_\_\_
  - Is/are the van(s) equipped with electronic stability control? **Yes they do. Electronic Stability Control became mandatory on all passenger vehicles starting in model year 2012. As you can see from the vehicle inventory that was provided, all vans are newer than 2012.**
  - What is the frequency of tire pressure checks? **Monthly**
  - Do you have guidelines in place limiting the passenger count? **Yes**
  - Do you limit cargo placement forward of the rear axle and prohibit cargo on roof? **Yes**
  - Are drivers required to complete training designed to alert them of the dangers inherent to vans? **No**
- Have any of the following taken place during the last five years? Explain all "Yes" answers below:
  - Disputes involving integration, segregation, discrimination or violations of civil rights? **unknown**
  - Violation of title IX arising out of a sexual assault or abuse? **Can confirm zero in last 3 years, records before that time have been requested**
  - Entity has had any on-site monitoring by state or federal agencies? **unknown**
- Does your student agreement / contract include a provision allowing a change in the delivery method of the education? **This seems a bit weird and I am not sure what agreement/contract they are referring to but yes, typically in a syllabus, we allow for flexibility in case of issues etc. for alternative formats (not everyone does it but as a college we generally support the idea).**
- Please provide a list of your Board of Directors and answer the following: **list can be found on our website, <https://www.kilgore.edu/about-kc/facultystaff-and-board/board-of-trustees>**
  - If you have an endowment fund, is it managed or reviewed annually by an independent auditor? **Yes**
  - Does the board have "conflict of interest" guidelines for business dealings between the school and board members or firms in which the board members have a significant financial interest? **yes**
  - Has any person proposed for coverage been the subject of, or involved in, any of the following in the past five years? **No**
  - Any disciplinary action by any regulatory agency or association? **No**
  - Any administrative proceedings charging violation of a federal or state law or regulation? **No**
  - Any anti-trust, copyright or patent litigation? **No**
  - Any action for suspensions or revocation of a license, authority or for any professional disciplinary sanction? **No**
  - Any other criminal actions? **No**
- Employment
  - Do you offer tenure? **No** If yes, please advise the following:
  - What percentage of employees are tenured or on a "tenure track"? \_\_\_\_\_%
  - Are there clear written guidelines regarding awarding of tenure?
  - During the last 5 years has any persons been involved in any lawsuit, charges, inquiries, investigations, grievances or other administrative hearings or proceedings before any of the following agencies? (If yes to any of the above questions, please provide full description with details) **information has been requested from our legal team and will be provided when received.**
    - National Labor Relations Board?
    - Equal Employment Opportunity Board?
    - U.S. Department of Labor?
    - Any state or federal government agency?

- Please provide the following: **provided in RFP documents, page 51**
  - # of Armed Security
  - # of Un-armed Security
  - # of Armed Police Officers
- Please provide a copy of completed cyber application or please request one if you don't have one filled out and we will send to you. **Sent in separate email.**