

**RFP 170509–Property and Crime Insurance**

**Addendum 1**

April 28, 2017

TO: All participating in RFP 170509

Dear Proposer:

The following document provides changes to this Request for Proposal (RFP) and is now considered part of the RFP and Respondent shall be required to consider and acknowledge receipt of such in the response.

Thank you for your interest in Denton ISD.

***Cheryl Farmer, Asst. Purchasing Agent***

***Purchasing Department***

1213 North Locust Street

Denton, Texas 76201

[cfarmer@dentonisd.org](mailto:cfarmer@dentonisd.org)

**Questions and Answers**

**Q 1.** Please provide the year of updates for roofs for each building.

**A 1.** Please see Roof Replacements posted on the Purchasing Dept. webpage.

**Q 2.** In addition to the roof update information, please provide currently valued TASB loss runs.

**A 2.** Please see TASB Detailed Claims Report posted on the Purchasing Dept webpage.

**Q 3.** We need the attached application completed in order to receive a crime quote.  The main items the underwriter will be looking for are the following:

* 1. Employee count
  2. Volunteer count
  3. Total number of locations
  4. Annual budget

**A.3** The application will be posted on the Purchasing Dept. webpage on Monday, May 1, 2017.

1. Employee count – 4716
2. Volunteer count – 6147 have applied to volunteer
3. Total number of locations – 41 schools, various other locations for Transportation, Central Services, Annex, PDC, Special Ed, etc.
4. Annual budget - $234,912,260.16

**Q 4.** Please provide the following additional information:

a. Total number of employees

b. Total number of Volunteers

c. Date of last audited financial statement

d. Internal Controls:

* + 1. Are bank accounts reconciled at least Monthly?
    2. Is countersignature of checks required?
    3. If yes, what is the signing limit?
  1. Are inventory records computerized?
  2. Is dual authorization required for all wire transfer?
  3. Is coverage for social engineering desired?  If yes, what limit?
  4. Provide currently valued TASB hard copy loss runs?

**A 4.**

a. Total number of employees - 4716

b. Total number of Volunteers – 6147 have applied to volunteer

c. Date of last audited financial statement – 6/30/16

d. Internal Controls:

* + 1. Are bank accounts reconciled at least Monthly? - Yes
    2. Is countersignature of checks required?  - Yes
    3. If yes, what is the signing limit? – over $5,000.00

e. Are inventory records computerized? - Yes

f. Is dual authorization required for all wire transfer? – Yes, over $100,000.00

g. Is coverage for social engineering desired?  If yes, what limit? – Yes, $1,000,000.00

h. Provide currently valued TASB hard copy loss runs? – See TASB Detailed Claims Report as of April 23, 2017.