

## **SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

### **Request for Proposals for Property/Casualty Insurance Broker Services**

#### ***Addendum Number 1 – Issued April 14, 2026***

The Santa Barbara Metropolitan Transit District (MTD or District) issues this Addendum Number 1 to the Request for Proposals for Property/Casualty Insurance Broker Services (RFP) issued on April 7, 2026. This addendum address questions (Q) by Offerors, with a response (R). This addendum is now incorporated into and part of the RFP. Except as modified by this addendum, all other terms and conditions of the RFP remain unchanged.

Clarification and request for change(s) are due by Tuesday, April 21, 2026, by 10:00 AM PDT to [purchasing@sbmtd.gov](mailto:purchasing@sbmtd.gov). Proposal remains due by Tuesday, May 5, 2026, by 10:00 AM PDT to [purchasing@sbmtd.gov](mailto:purchasing@sbmtd.gov).

**Q1: What are the objectives of this RFP? Are you looking for new ideas/structures for your insurance program?**

**R1:** The primary objective is to secure a highly qualified broker who possesses extensive experience and technical knowledge specific to the unique risks associated with the public transit industry and transit-related facilities. Furthermore, the District is very interested in exploring new ideas, structures, strategies, and approaches that can optimize the District’s coverage and risk mitigation efforts.

**Q2: Can you share losses that you have had over the past 10 years that were over \$100,000?**

**R2:** The District can provide 10 year history of all loses. Please see attached 10-year Loss History.

**Q3: Are the current Automobile limits of \$15M sufficient, or would you like to see options for higher limits?**

**R3:** The District is seeking professional guidance and recommendations based on Broker’s review of current insurance program and to make recommendations to the District to achieve cost effective use of insurance coverage, limits, and premiums; and identify all available markets for the placement of District’s coverages.

**Q4: How long have you had the \$250,000 SIR? Have you, or would you like to see other options?**

**R4:** The District has utilized a \$250,000 Self-Insured Retention (SIR) for the vast majority of its history dating back to April 1, 1995. Specifically, the SIR has remained at \$250,000 since April 1, 2002. The only variance in the last 30 years occurred during the April 1, 2001, to March 31, 2002, policy term, when the SIR was \$100,000. Regarding future options, The District is very interested in exploring alternate strategies, structures, and retention levels.

**Q5: We would assume that you prefer that your broker “Opt Out” of all contingent income. Is that a condition of this RFP?**

**A5:** The District’s RFP is not conditioned on Fee-for-Service; all bidders are welcome to provide their professional services based upon their optional fee structure. However, if services are based upon contingent fees, then the Broker will be required to provide annual notices and indicate in their proposal the % of premium and actual dollar amount that is paid in commission fee back to the Broker, for each line of coverage that the Broker submits a marketing proposal to the District.

**Q6: Does your current Broker provide an annual “Opt Out” form?**

**R6:** The District does not know what an annual “Opt Out” form is, consequently, we are unable to respond directly to this question.

**Q7: Does your current Broker disclose commissions with all renewals to the district?**

**A7:** No, the District has not historically received formal commission disclosures with renewals. However, the District will require full transparency and disclosure of all commissions, fees, and any other forms of compensation associated with the District's account as a mandatory requirement going forward.

**Q8: Under Operational Requirements, is your current broker providing:**

- a. Loss Control services and trainings? If so, approximately how many hours a year?**
- b. Does your current broker pay for professional appraisals?**

**R8:** As to each part of the question:

- a. No.
- b. No.

**Q9: Are your buses currently insured for physical damage? If so, are they on an Actual Cash or Agreed Value basis?**

**R9:** No, the District does not carry APD.

**Q10: Does your current broker provide Certificate Management?**

R10: No, the District's current broker does not provide Certificate Management services. However, the District is interested in this service and welcomes proposals that include comprehensive certificate tracking and management (consider software platforms, automated tracking systems, or specialized personnel used to ensure third-party insurance compliance).

**Q11: Does your current broker include participation from a minority, veteran, small business or any other type of local business partner?**

R11: No, this is not a contract requirement.

Pursuant to 49 CFR §26.27, The District shall investigate the availability of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals and make reasonable efforts to use these institutions. The District also encourages its prime contractors to use the services of Disadvantaged Business Enterprise (DBE) financial institutions. Again, while there is no DBE commitment for this project or geographic limitation, the District does have a triennial overall DBE goal for FY 2025 - FY 2027 for DBE participation in FTA-assisted programs at 1.82 percent. The goal is available for all California Unified Certification Program (CUCP)-certified DBEs on a Race Neutral basis.

A contractor or any subcontractor that is certified DBE by the CUCP shall submit a copy of their certificate to the District at the time of contracting. Additional information can be obtained by emailing [purchasing@sbmtd.gov](mailto:purchasing@sbmtd.gov) or start here:

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise>

end of addendum