



## **REQUEST FOR PROPOSALS No. 20-023**

### **Insurance Brokerage and Risk Advisory Services**

#### **Addendum 1**

**Issued: May 4, 2020**

**Closing Date & Time: on or before 3:00 PM Pacific Time on May 15, 2020**

#### **Questions & Answers:**

- Q1. For cyber, please provide us with the RDN's adjusted revenue number (revenue from the latest audited financial statements, minus revenue collected on behalf of others and one-time funding for capital projects). If the RDN has completed other applications for cyber coverage before, we will need a copy of the latest on file. If not, will need confirmation of the number of personally identifiable information records on file (multiple records for the same person count as one) and confirmation of no cyber incidents the last three years. If there have been cyber incidents we will need full details including when each incident happened, what happened, full impact (including financial and business interruption etc.), what has been done to ensure similar incidents will not happen again, and confirmation all system vulnerabilities found during the incident have been addressed.
- A1. For 2018, RDN's adjusted revenue (revenue from audited financial statements, minus one-time funding for capital projects) was \$92,584,000. There is no revenue collected on behalf of others included in revenue from audited financial statements.

The Regional District's current cyber coverage is insufficient and does not meet the needs of the organization. The Regional District wants brokers to make a cybersecurity coverage recommendation based on the size and risk of the organization.

To date, the RDN is not aware of any cyber incidents aside from SPAM. In terms of issues that have had any financial impact over the past 3 years, the RDN is not aware of any.

The RDN IT department is doing the following items in terms of cybersecurity:

- Increased the frequency of patching of systems and servers.

- Developed current training material for all RDN staff to teach RDN staff how to avoid scam and phishing emails.
- Follow up with all scam or security events the IT department is made aware of.
- Has multiple layers of SPAM blockers and antivirus systems in place and is continually looking for ways to improve.
- Creates regular backups of critical information.

Q2. Whether there is a heritage clause on any of the properties. If not included in the appraisal, we will need to know which buildings have heritage status.

A2. Based on RDN staff's knowledge, no buildings have heritage status.

Q3. Crime limits/sublimits as these do not appear to be included in insurance coverage documentation.

A3. The RDN's crime policy does not expire until June 30, 2021 and does not need to be renewed at this time.

Q4. You indicated that mobile equipment list requiring insurance is included in SOV and that no equipment insured by ICBC is on the list. Do you mean these items are not insured for comprehensive and collision through ICBC? Are any of these items insured for liability only? The license column on many of the items are blank and some say nil or n/a so it is unclear which items are plated.

A4. ICBC insured vehicles are excluded from the Statement of Values. Mobile equipment included on the Statement of Values is not insured through ICBC.

### **Additional Information:**

Please contact Tiffany Moore at [tmoore@rdn.bc.ca](mailto:tmoore@rdn.bc.ca) for a copy of the RDN's last appraisal report from 2012.

End of Addendum 1