

REQUEST FOR PROPOSALS

INSURANCE BROKERAGE SERVICES



| 313 E McKay St. | Frontenac, KS 66763 Ph: (620) 231-9210 | Fax: (620)231-1421

Issue Date: March 1, 2019

**Responses Due: March 15, 2019 by 4 p.m.**



City of Frontenac | RFP for Insurance Brokerage Services

9. Provide City Administration in writing, the broker's best estimate of the expected premium for the upcoming placement renewal no later than March 28, 2019 by 3:00 p.m.
10. Negotiate with underwriters on behalf of the City and obtain insurance coverage that best meets the City's requirements at the least cost, while also advising on the carrier's financial strength, and their claim handling practices with other similar municipalities for losses within the coverage secured.
11. Provide City Administration with a summary of all markets approached and quotes submitted in writing no later than **March 15, 2019** by 4:00 p.m.
12. Bind insurance coverage before existing insurance placements expire. The City's current renewal date is April 1, 2019.
13. Verify that new policies, binders, certificates, endorsements and other documents are accurate and reflect the terms and conditions agreed during negotiations.
14. Respond to all insurance related questions and request for advice from City Administration in a timely manner.
15. Keep City Administration informed of pertinent market developments that might affect the City's access to, or cost of, insurance prior to renewal.
16. Assist City Administration to coordinate inspection, audit and other Carrier requests.
17. Issue Certificates of Insurance as required for the City to comply with requirements from vendors or various government bodies.
18. Recertify the City's Safety Committee and process the Borough's renewal application for certification of the Workplace Safety Committee with the Bureau of Worker's Compensation, Health and Safety Division.
19. Provide loss runs for Carriers based on City maintained documents.
20. Attend meetings with City representatives, as requested.
21. Provide legal updates and assist in maintaining compliance with all Federal and State laws and programs.

SECTION III: CONTENTS OF PROPOSAL

1. **Executive Summary:** Provide an Executive Summary of not more than three (3) pages detailing and substantiating why the firm should be considered most qualified and be selected by the City to provide insurance brokerage services. Include your methods to review claims experience, claim service, and claim administration.

2. **Contact Information:** Provide general information for the firm including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.
3. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP and demonstration of comparable services for other municipalities in Kansas and Crawford County. Include a listing of the insurance carriers and vendors with which your organization bids and places insurance contracts.
4. **Understanding of the Scope of work:** Provide the firm's understanding of the scope of work as described herein. Include a description of the firm's experience working with municipalities similar in size, types of exposures to the City and in the types of policies and coverage referenced herein. Specifically describe services that will be delivered to the City in detail. Include schedule for deliverables and/or services (e.g., assistance with loss control, coverage decisions, insurance questions, policy interpretations, claim submissions, etc.). Include information on any unique services your firm can offer the City that will distinguish you from other RFP respondents.
5. **Schedule of Fees:** Provide a schedule of fees including hourly rates for all personnel related to brokerage services, administrative, reimbursable expenses, and any other applicable fee information. If fees are commission based, provide a not to exceed commission percentage of premium cost. Provide documentation of all other fees associated with the firm's brokerage services/deliverables that the City will be subject to, if applicable. *Note that the lowest price proposal will not necessarily be selected. Technical components will be weighed in addition to costs to ensure the City is procuring best value versus lowest price.*
6. **Personnel:** Provide a list of personnel available to provide brokerage services to the City. Include designations for the primary project representative and those who will provide both redundant and supplemental services. Include an up-to-date resume for all personnel along with a list of active professional certifications. The personnel section of the proposal shall include an organizational chart to highlight which individuals will be provided to cover all the disciplines required to perform the full scope of work described herein. Specifically note if any personnel in the firm, not just those assigned to the City's account, have any affiliation with a group or individual that would prohibit the firm from working directly with the City of Frontenac.
7. **References:** Provide at least five (5) references of clients for which the firm has provided brokerage services within the last five (5) years. Include contact names, titles, phone numbers and email addresses.

#### SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the City's best interest to do so.

RFP Advertised - March 4, 2018  
Proposal Due Date - March 15, 2019  
Administration Evaluation of Proposals and Recommendation to  
Governing Body - March 18, 2019  
Contract Awarded - March 19, 2019  
Insurance Renewal Options Due - April 1, 2019  
Presentation of Renewal Options to Council (mandatory) - April 1, 2018

Copies of the request for proposals are available at Frontenac City Hall located at 313 E McKay Street, Frontenac, KS 66763, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. The RFP is also available on the City website ([www.frontenacks.net](http://www.frontenacks.net)).

Qualified applicants shall submit one (2) original copies of the proposal in a sealed envelope and labeled:

City of Frontenac 2019 Insurance RFP  
Attn: Brad Reams, City Administrator  
313 E McKay  
Frontenac, KS 66763

**Proposals shall be stamped received no later than 4:00 PM on March 15, 2019**

#### SECTION V: EVALUATION CRITERIA & SELECTION PROCESS

Proposals submitted by the deadline and deemed complete will be evaluated by the City Administration. Any firms submitting a proposal may be required to provide additional detailed information. The award of contract will be at the sole discretion of the Governing Body based upon the recommendation of the City Administration. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and firm qualifications.
- Relevant experience and qualifications of key personnel.
- Satisfactorily completed similar services
- Cost

#### SECTION VI: ADDITIONAL REQUIREMENTS

##### **Indemnification**

The selected firm shall defend, indemnify and hold harmless the City, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by employees of the firm.

##### **Insurance**

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

**Right of Refusal**

The City reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The City reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

**SECTION VII: CURRENT INSURANCE PLACEMENT**

1. Property
2. Crime/Fidelity
3. Inland Marine
4. General Liability
5. Employee Benefit Liability
6. Law Enforcement Liability
7. Public Entity Management Liability
8. Public Entity Employment Related Practice Liability
9. Cyber
10. Auto Liability
11. Auto Physical Damage
12. Workers Compensation
13. Fire Pack

Carrier: EMC

Policy Period: April 1, 2018 to April 1, 2019

**NOTE: SELECTED BROKER WILL RECEIVE A COPY OF CITY'S CURRENT INSURANCE POLICIES AND LIMITS.**

**Questions**

Questions may be addressed to:

Brad Reams, City Administrator  
City of Frontenac  
313 E McKay St.  
Frontenac, KS 66763  
cityadmin@frontenacks.net

