

REQUEST FOR PROPOSAL

Insurance Broker/Agent of Record

ERLANGER/ELSMERE SCHOOLS

500 Graves Avenue

Erlanger, KY 41018

Released: 3/11/22

Opening: 4/04/22

**Direct questions pertaining to the RFP to Lisa Goetz, Finance Director at
lisa.goetz@erlanger.kyschools.us**

Erlanger-Elsmere Board of Education

NOTICE OF COMPETITIVE SEALED EVALUATED BIDDING FOR INSURANCE AGENT OF RECORD

Date: March 11, 2022

Closing time of bidding: April 4, 2022 Noon local eastern time

Pursuant to KRS 45A.295 et. seq., sealed bids are requested for serving at the agent of record for the Erlanger Elsmere Board of Education (the "Board") to provide the Board with services as an insurance agent including, but not limited to, assisting the Board in determining the insurance coverages it should purchase for the fiscal year beginning July 1, 2022 and ending June 30, 2023, obtaining quotes from insurance companies to provide such insurance, and serving as a liaison between the Board and the insurance companies while the coverage is in effect.

The objective measurable criteria to be used in evaluating the bids shall include the following:

1. The number and identity of school boards currently served by the agent.
2. The number and identity of insurances and types of insurance from whom the agent is authorized to obtain quotes.
3. Three (3) references from other clients of the agent.
4. The agent's specialized or professional credentials.

All bidders must submit with their bids a copy of the declarations page of the errors and omissions policy providing current coverage to the bidder.

The Board reserves the right to waive defects and informalities in bids and reject all bids.

Erlanger Elsmere Board of Education ("the District") will receive sealed proposals until the time and date shown on the cover page. Delays in Delivery cannot be waived, regardless of the cause. Mail or deliver proposal to:

**Erlanger Elsmere Board of Education
ATTN: Lisa Goetz
500 Graves Avenue
Erlanger, KY 41018**

Proposals should be marked on the outside of the envelope as follows: **“Proposal – 2023 Insurance Broker/Agent of Record”**

Proposals will not be publicly opened and read and will not be available for public review until all deliberations are concluded and contracts awarded after the April Board meeting, scheduled for April 14, 2022.

Scope of Proposal/Specifications

The District requests proposals from qualified insurance brokers licensed to do business in the Commonwealth of Kentucky to assist the District with marketing, placement and servicing the District’s Insurance policies for the 2022-2023 school year including the following types of coverage: **Workers Compensation, Property, Equipment, Fleet, and Liability (General, Educators Legal, Sexual Molestation, Law Enforcement, Medical Malpractice for Nurses, and Umbrella), Student Accident/Athletic Insurance.**

The District intends to contract for insurance brokerage services including, but limited to, Brokerage and insurance marketing, account management, and risk management support services.

Multiple contracts may be issued in order to obtain quotes from as many insurance companies operating in the Commonwealth of Kentucky as possible.

The contract will be for one year with the option of renewal for up to four (4) additional one-year terms on a year-to-year basis at the mutual agreement of both parties. It is in the District’s intent to select the best apparent qualified company or companies to provide these services.

Procurement Process

The issuance of this Request for Proposal (RFP) constitutes an invitation to submit a proposal to the District.

The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of a submitted proposal in response to this RFP sufficiently meets the criteria established, the right to seek clarification from any broker, the right to negotiate with any broker, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirety, the RFP.

The District may, in its sole discretion, select more than one broker to provide the contemplated services and may, in its sole discretion, reduce or expand the scope of requested services.

The selected insurance broker or brokers will submit all required documentation on behalf of the District in order to obtain coverage and premium quotes. The insurance broker agrees to submit the District's information to all carriers for which the broker is designated the District's agent of record. The broker will negotiate with underwriters on behalf of the District. It will submit either a quote or a declination letter to the District from each carrier contacted. Failure to do so may result in immediate termination of the agent of record designation and may void any quotes the broker has already received and/or submitted, thereby giving an opportunity for the newly designated agent of record to obtain a quote.

After insurance is obtained, the broker will issue certificates of insurance, auto identification cards and other program documents as required. The broker will process endorsements and other program changes as required or as requested by the District.

General Information

The cost of preparing responses to the RFP will **not** be allowable as direct or indirect charges under any resulting contract. The District reserves the right to refuse or reject any or all proposals submitted under the RFP. The District shall be free to accept whichever proposal it deems most advantageous.

None of the statements contained herein shall be construed to be a warranty or representation; the District, its officials, employees, agents and consultants shall not be liable to any persons for any statements herein.

Proposals submitted will be evaluated based on best apparent qualified bidder considering the services needed by the District as outlined in the Request for Proposals. The District is under no Obligation to contact bidders for clarification, but reserves the right to do so.

The responder must insure its proposal to be complete and all required information is furnished including proper signatures, required responses, and other information outlined in the RFP. Failure to do so may result in the disqualification of the responder's proposal.

The successful applicant(s) will be required to comply with all state and federal applicable fair employment and non-discrimination laws and regulations.

Terms and Conditions

Broker must have and be able to provide documentation for all applicable local, state, and federal licensing.

Policy beginning date will be July 1, 2022 and ending date on June 30, 2023.

Either party may terminate the agreement at any time without cause by giving the other party not less than ninety (90) days prior written notice of its intent to terminate.

Adjudication of disputes regarding submittal of proposals or compliance with regulation pertaining thereto shall be under the authority of the District.

No Board member, officer, or employee of the District shall benefit financially or materially from this agreement except as provided by applicable Kentucky Revised Statutes.

Issuance of this RFP in no way constitutes a commitment by the District to award a contract or to pay any costs incurred in the preparation of a response to this request. The District will assure its best efforts to provide reasonable and timely resolution to questions of policy or procedures as they may affect this RFP.

Broker experience and qualifications are a major factor in the selection process. During the life of the contract, broker must insure that qualified, experience personnel service the contract. Broker experience with Kentucky public schools will be a key consideration.

Format and Content of Proposal for Insurance Broker/Agent of Record Services

Proposals shall adhere to the following format:

- Cover page with broker's name, address, and telephone numbers
- Introductory letter from the broker's principal summarizing experience
- Firm's background, history, and staff
- List of risk management services that can be provided to the District
- Detail of claims processing procedures
- Responses to Mandatory Response Questions listed on final page

Submit two (2) original copies of the Proposal.

Submit a cover letter, which includes a summary of the broker's ability to perform the services and enter in a contract with the District. The cover letter must be signed by a person having the authority to commit the agency to a contract.

Please answer the Mandatory Response Questions show on the following page.

Mandatory Response Questions

Responses to the following questions are mandatory. You may respond to the questions below (and attach any necessary additional pages) or as part of your proposal. If you choose to respond within your proposal, you must have a section of your proposal clearly identified as **"Mandatory Responses to Questions"** and questions must be numbered and retyped exactly as below.

Your Firm's Name: _____ Preparer's Signature: _____

1. **What lines of insurance (Workers Compensation or Property & Liability, etc.) are you interested in providing to the District?**
2. **How many Kentucky public school boards do you currently service? What is the typical length of time you have worked with these public school boards?**
3. **Please list the names, contact persons, and telephone numbers of at least three (3) Kentucky public school districts that you currently serve that we may call for references.**
4. **What insurance carriers licensed in the state of Kentucky (for the lines of insurance specified in #1) can you access directly? What are their AM Best ratings?**
5. **What additional value-added services do you provide to your Kentucky public school boards clients at no additional charge?**
6. **Are there other additional services you will provide for additional fees? What are they and what are the additional fees?**

Additional Items to Include

How will you assist us with the competitive marketing and placement of our plans, including development of marketing specifications, identification of market conditions, evaluation of proposals, negotiations, and placement of insurance contracts for annual renewals?

Furnish a list of insurance companies, third-party administrators, and other providers for which the consultant is an authorized agent or broker.

How will you save money for Erlanger Elsmere Schools?

How will you demonstrate the savings?

How will you help with the management of insurance, including monthly (or quarterly) supervision and/or preparation of claims activity reports from carriers; executive summary reports; underwriting analysis for annual renewals; annual financial projections for budgeting purposes; and alternative funding analyses?

Describe your proposed form of compensation (e.g., commission, annual retainer, fee for service). If you are proposing a fee, please include your fee schedule and/or hourly rates.

If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.