

# Powell County Board of Education

691 Breckinridge Street  
Stanton, KY 40380

## **RFQ – FY2023 Request for Qualifications for Insurance Broker | Agent of Record**

**Date Issued:** March 1, 2023  
**Closing Time of Proposals:** March 9, 2023, 4:30 p.m. (EST)  
**Mail/Deliver Sealed Proposals:** Powell County Board of Education  
PO Box 430  
691 Breckinridge Street  
Stanton, KY 40380

Information pertaining to any item or condition in this invitation may be obtained by communicating with school board contact, email address.

### **PURPOSE**

This is a request for qualifications of insurance broker | agent of record to assist in the selection process for comprehensive insurance representation by providing a complete education insurance package.

### **TIMETABLE**

**RFQ Due Date:** March 9, 2023, 4:30 p.m. (EST)  
**RFQ Opening Date:** March 10, 2023 9:00 a.m. (EST)  
**Projected Date of Board Approval** March 21, 2023 6:00 p.m. (EST)

### **DISTRICT INFORMATION**

Powell County Board of Education  
PO Box 430  
691 Breckinridge Street  
Stanton, KY 40380

**District Liaison:** Alicia Frazier, Chief Financial Officer (606)663-3300

## **GENERAL INFORMATION**

The issuance of this Request for Qualifications (RFQ-FY2023) constitutes an invitation to submit a proposal to the District. Sealed proposals are requested for serving as the agent of record for insurance for the Powell County 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 to purchase in the fiscal year beginning July 1, 2023 and ending June 30, 2024, by obtaining proposals 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. Proposals will not be publicly opened and read and will not be available for public review until all deliberations are concluded and contracts awarded.

The cost of preparing responses to the RFQ 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 RFQ. 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 Qualifications. The District is under no obligation to contact bidders for clarification but reserves the right to do so.

The responder must ensure its proposal to be complete and all required information is furnished including proper signatures, required responses, and other information outlined in the RFQ. 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.

## **INSTRUCTIONS FOR SUBMISSION**

1. Proposals should be marked on the outside of the envelope as follows: **"RFQ-FY2023 Insurance Broker/Agent of Record"**
2. Proposals shall adhere to the following format:
  - a. Cover page with broker's name, address, and telephone numbers
  - b. Introductory letter from the broker's principal summarizing experience
  - c. Firm's background, history, and staff
  - d. List of risk management services that can be provided to the District
  - e. Detail of claims processing procedures
  - f. Responses to Mandatory Response Questions
3. Submit six (6) original copies of the completed RFP-FY2023 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.

### **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

2023-2024 school year including the following types of coverage:

- **Workers' Compensation**
- **Commercial Property & Liability (Auto and Fleet, General & School Board Legal Liability, Errors and Omissions, Property, Boiler, Flood, Umbrella)**
- **Cyber**

The District intends to contract for insurance brokerage services including, but not limited to, brokerage and insurance marketing, account management, and risk management support services.

The contract will be for three years with a renewal option for up to three (3) additional one-year terms on a year-to-year basis at the mutual agreement of both parties. It is the District's intent to select the best apparent qualified company or companies to provide these services.

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

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

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

### **PROCUREMENT PROCESS**

The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of a submitted proposal in response to this RFQ 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 RFQ.

The District may, in its sole discretion 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.

### **TERMS AND CONDITIONS**

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

Policy beginning and ending dates will be July 1, 2023 and June 30, 2024.

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

Issuance of this RFQ 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 RFQ

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

## **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.

- 1. What lines of insurance (Workers’ Compensation, Commercial Property & Liability, or Cyber etc.) are you interested in providing to the District?**
- 2. List the Kentucky public school boards you currently serve. What is the 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 directly access? What are their AM Best ratings?**
- 5. What additional value-added services do you provide to your Kentucky public school board 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?**
- 7. 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?**
- 8. How will you save Powell County Public Schools money? How will you demonstrate the savings?**
- 9. 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?**
- 10. Describe your proposed form of compensation.**