

**REQUEST FOR QUALIFICATIONS
FOR
INSURANCE BROKER**

**Issued by the Meriwether County
Board of Commissioners
Greenville, GA**

**Date Issued:
April 05, 2019**

**Responses Due by:
April 23, 2019**

Meriwether Board of Commissioners

Request for Qualifications – Insurance

Broker

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**Meriwether County Board of Commissioners (MCBOC)
REQUEST FOR QUALIFIED BROKER (RFQ) – P&L Insurance Broker**

This RFQ contains information that is confidential and proprietary to MCBOC. All companies that receive this RFQ and all companies that choose to participate in this RFQ process shall keep this RFQ and the information they provide in response to this RFQ confidential.

1. BACKGROUND INFORMATION

MCBOC is a governmental entity in Greenville, Ga.

MCBOC seeks to engage a vendor as Insurance Broker for Property & Liability Insurance Coverage. The broker awarded the contract would receive Broker of Record Assignment on or about May 08, 2019 and commence renewals for the expiring year and one renewal term. Should MCBOC elect to remain in the ACCG pool of insurance, the Agent/Broker of Record Assignment will become null and void.

The submission of a proposal in response to this RFQ will permit MCBOC to evaluate objectively the capabilities of your firm and pursue an ongoing dialogue of insurance services. This contract will be awarded to one firm which will handle Property/Liability coverage.

For more information regarding MCBOC, please refer to our website at <http://www.meriwethercountyga.gov> or contact the administrative staff.

SCOPE OF SERVICES

The Offeror, also referred to as the Insurance Broker, will be required to provide full insurance services necessary to minimize risk exposure for MCBOC. All brokers submitting proposals shall be currently licensed and authorized to do business in the State of Georgia.

The Insurance Broker's responsibilities shall include but not be limited to the following:

- a. Negotiating renewal of policies and endorsements. Seek competitive quotes and provide advice and recommendations for consideration. Prepare all necessary bid specifications to insurers, evaluations of bids, coverage and premium analysis and recommendation of carrier.
- b. Review policies and endorsements for accuracy and conformance with negotiated coverage's.
- c. Insure the timely issuance of policies and endorsements.
- d. Analyze and review all carrier proposed settlements, claims history, claims processing, and other plan costs and expenses to provide information and recommendations.
- e. Assisting MCBOC in settling claims.
- f. Provide MCBOC with reasonable preliminary renewal figures during the budget process. Where appropriate, including financial modeling such as employer/employee contribution comparatives.

- g. Providing insurance industry updates, trends of the market and impacts anticipated on the financial budget of MCBOC as requested or as directed by critical market activity.
- h. Advising on risk management including but not limited to new types coverage which may be applicable, trends in emerging risks, etc.
- i. Assisting with contract language consulting as needed throughout the year.
- j. Assisting with insurance plan including but not limited to offering a variety of communications such as electronic media, group meetings etc.
- k. The broker shall provide MCBOC on an annual basis a schedule detailing the coverages placed through the firm.
- l. The broker shall provide training to staff and shall assist county to maintain credentials of being a "Drug Free work Place".

2. RFQ Timeline

- a. April 5 – RFQ sent to brokers/posted on Website
- b. April 15 – questions deadline
- c. April 19 – response to questions
- d. April 23 – RFQ due date
- e. May 08 – RFQ awarded, Broker Assignment letter issued.

3. Please respond to the following Questions /Requirements as your RFQ response.

- 1) Describe your organization, its history and size (revenue and number of employees) as well as location(s).
- 2) Describe the professional liability coverage carried by your organization.
- 3) What amount of Errors or Omissions coverage does your organization carry? Please provide a certificate of insurance.
- 4) Are there any judgments, claims or suites pending or outstanding against your company? If yes submit details.
- 5) How many of your employees will be assigned to the MCBOC account? Provide a brief biography detailing the roles each person would be assigned.

4. Property & Casualty Services

- a. What experience does your firm have with other government entities?
- b. Provide three references specific to property/casualty services involving government entities as well as the private sector?
- c. List your top three property & casualty carriers and describe the relationship with each?
- d. Describe the service team that MCBOC would rely on.
- e. Describe your process of assisting MCBOC with claim resolution.
- f. What resources do you provide as a standard service to your property/casualty clients?
- g. Describe your risk management capabilities.
- h. Describe your renewal process.

5. GENERAL TERMS

Limitation - This solicitation does not commit MCBOC to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. MCBOC reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation or to extend the timetable contemplated herein when it is in MCBOC's best interest. MCBOC also may discuss this RFQ with individual firms, request revisions to proposals and negotiate changes to the terms of individual proposals.

Each company that responds to this RFQ will be advised whether or not it has been selected to provide services to MCBOC. Companies will also be notified if additional information or clarification is needed so that each company's proposals can be fairly evaluated.

Please submit any questions regarding this RFQ by e-mail to b.gregory@meriwethercountyga.gov no later than **April 15, 2019**. MCBOC will aggregate the questions it receives and will endeavor to provide all participants with email answers to those questions by **April 19, 2019**.

Responses to this RFQ must be received no later than 12:00 pm on **April 23, 2019** and should be delivered either by email or hard copies as described below. If submitting hard copies you must submit 3 originals.

Email to: b.gregory@meriwethercountyga.gov

Hard copies (3):
Meriwether County Board of Commissioners
Administration Office
P.O. Box 428
Greenville, GA 30222

6. CONCLUSION

MCBOC is eager to make a broker selection for its insurance programs. We recognize that responding to this RFQ requires significant time and effort, and we appreciate your participation in this process and welcome any feedback that you may have for us.