



REQUEST FOR STATEMENT OF QUALIFICATIONS AND
PROPOSAL FOR BROKERAGE SERVICES

I. INTRODUCTION

Issue Date: October 5, 2020

The City of Wilson is seeking statements of qualifications for a Broker of Record to market and place our property and casualty, workers' compensation, re/insurance or excess, and to provide on-going risk management and support services. The City of Wilson seeks brokerage services beginning on or before January 1, 2021. **This invitation is not an authorization to approach the insurance marketplace on behalf of the City of Wilson. Prospective brokers failing to comply with this condition could be subject to immediate disqualification.**

The City of Wilson reserves the right to reject any and all proposals, to waive any informality and to negotiate with the selected applicant prior to entering into any agreement. An accepted proposal becomes a contractual obligation of the proposer. Failure of the contractor to accept any of these obligations will result in the immediate cancellation of the agreement.

Statements shall be submitted in writing and received by Adam L. Rech in the Human Resources office by **November 2, 2020 at 5:00 p.m.** Please limit proposals to 25 pages. No proposal submitted by fax will be accepted. Proposals received after the deadline will be returned.

Proposals must be submitted in writing at the address below or via e-mail depending on size:

Physical address (submit 2 copies):

City of Wilson
Attn: Adam L. Rech
P.O. Box 10
1800 Herring Avenue
Wilson, NC 27893
arech@wilsonnc.org

Data and documentation included in the proposal become the property of the City of Wilson and will become public information upon opening the proposals. All submissions will be kept confidential until the contract has been awarded.

If you have questions regarding this request for proposal or desire other information that the City of Wilson agrees should be provided, please email: arech@wilsonnc.org or write Adam L. Rech at the address listed above.

All "material" additional information provided to a given brokerage firm in written form shall also be provided to the other potential brokerage providers to ensure equity under this process.



II. MINIMUM QUALIFICATIONS

In order to be considered as broker of record proposers must meet the following qualifications:

1. Must be licensed to operate in the State of North Carolina.
2. Provide a minimum of 3 references within the public entity sector (current clients).
3. Team Leader assigned must demonstrate at least 5 years' experience servicing public entity clients.
4. Firm must carry appropriate business insurance including acceptable limit of professional liability including errors and omissions insurance.

III. INFORMATION REQUIRED

1. Provide a brief history and description of your firm. Including general information regarding organizational structure, size, capabilities and areas of specialization.
2. Describe clients your firm represents which are similar to the City of Wilson and summarize your approach to insurance placements, identify markets used and provide specific details regarding services you provide.
3. Provide a list of public entities handled by proposed account staff to be assigned to the City of Wilson. Provide names and telephone numbers for 3 public entities we may contact for a reference.
4. Identify one key executive who will be the contact for the Safety & Risk Coordinator and/or Assistant City Manager in the event a problem occurs with the contract.
5. Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing services to the City.
6. Describe any special expertise or in-house staff that your firm has that can be used to assist in providing risk management services to public entities. (Claims, Loss Control, Actuarial, etc.)
7. Describe the methods you would use in designing a comprehensive insurance program for the City of Wilson; indicate how you would evaluate the City of Wilson's exposure to risk.
8. Explain your approach to marketing and timeliness of events relating to insurance placement, general account service (policy review, inquiry response time, issuance of certificates, etc.) loss control and any other services you would provide.
9. Please describe any resources you can provide to the City of Wilson in regard to the Best Practices of public entities. Please identify and describe what services and resources your firm can provide with special emphasis on training assistance and how it is delivered.



IV. **BROKER FEE AND CONDITIONS**

1. Please propose an annual fee as well as an option for a 3-year and a 5-year locked fee including detailed and specific information as to how your firm will be compensated. Identify services to be included and for which an additional charge would be made. The City of Wilson requires the broker of record to provide all proposals net to the City of Wilson. The broker fee is the only compensation that is generated from the placement of insurance and/or excess coverage under the broker of record agreement.

V. **SCOPE OF WORK – SERVICES REQUIRED**

1. The broker will assist the City of Wilson in identifying and evaluating existing and emerging exposures to risk. This risk assessment work will be used to guide existing, or to develop new, risk control and risk financing programs.
2. Broker shall prepare renewal specifications for review and approval by the City of Wilson at least **120 days** prior to renewal. Broker shall verify accuracy and adequacy of insurance contracts, endorsements and invoices.
3. Broker shall issue a written report of anticipated insurance and renewal terms, analysis of market conditions and recommendations for renewal not less than **60 days** prior to renewal. Analysis shall address program design, broadest available coverage terms, pricing, optimal retention levels, insurer stability and security and services available. Such report must clearly delineate any changes in coverage from that of prior years and/or as may be inconsistent with the City of Wilson's coverage document.
4. Broker will be required to provide a complete review annually of all City of Wilson's re-insurance or excess policies to assure the policy language, coverage and exclusions are consistent with the City of Wilson's coverage document and process any endorsements to accomplish such.

VI. **FORMAT**

- Indicate your understanding of the overall background, objectives and scope of this relationship.
- Provide us with your proposed scope of risk management services, providing as much detail as possible.
- Explain the resources that you will provide, including background of your firm, your various locations, and key roles of key individuals. Please provide an organization chart of the account team as well as biographies for each individual team member.
- Provide 3-5 references we may contact who will indicate to us your ability to effectively deliver the proposed services and maintain a broad and cost-effective risk-financing program with our chosen carriers. Further, these references should enable us to determine your familiarity with public entities/entities similar to the City of Wilson.



- Clearly define the overall cost and individual service costs to be charged under this relationship for both a one-year, three-year and a five-year time frame. The delineation of cost should include a breakdown of specific costs for each service provided, by exposure type. You should also explain to us the basis upon which these cost estimates have been derived and the basis upon which they will actually be charged under this relationship.

VII. PROJECTED TIMETABLE

Issue and Advertisement Date: 10/05/2020

Submissions Due: 11/02/2020 @ 5:00pm

Evaluation Period: 11/02/2020 - 12/01/2020

Appointment of Broker: 12/07/2020

Start of Services: 01/01/2021

VIII. SELECTION PROCESS

RFQ WILL BE EVALUATED BY THE FOLLOWING CRITERIA:

1. Responsiveness of the proposal to the submission requirements set forth in the RFQ.
2. The methods, technical ability, capacity, and flexibility of the bidder to perform the contract, including proposed methods to be used in evaluating components of the City's Risk Management program.
3. Financial viability of the companies the agency represents, client references, demonstrated success in projects with similar requirements and any other contracts with the City.
4. Quality of services, most competitive proposal, and overall value for the City

The City of Wilson will review responses of brokers and advise finalists by the week of **December 1, 2020**. Oral interviews, if deemed necessary, will be scheduled. Appointment of broker of record will be made on or before **December 7, 2020**. Dates are subject to change without prior notice.

The City of Wilson will evaluate the proposals for the qualifications that are deemed to be in the best interest of the City of Wilson.

The City of Wilson reserves the right to reject all submittals and not proceed with selection of a broker for any reason. The City of Wilson reserves the right to approve all personnel and sub-consultants utilized in this project.