



**REQUEST FOR QUALIFICATIONS (RFQ)**  
**TO PROVIDE A**  
**INSURANCE BROKERAGE & RISK MANAGEMENT CONSULTING SERVICES**

Kraig Boynton, Purchasing Agent  
City of Galesburg  
55 W. Tompkins St.  
Galesburg, IL 61402

RFQ Circulation Date: October 01, 2016

**PROPOSALS DUE NO LATER THAN 5:00 P.M., OCTOBER 31, 2016**  
**(3 COPIES) TO THE ATTENTION OF KRAIG BOYNTON, PURCHASING AGENT.**



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### **REQUEST FOR QUALIFICATIONS**

**SUBJECT: Insurance Brokerage & Risk Management Consulting Services**

**DUE DATE & TIME FOR RESPONSES: 5:00 p.m. October 31, 2016**

#### **PROJECT OVERVIEW:**

The City of Galesburg (the City) is soliciting Request for Qualifications (RFQ) from interested parties and/or firms to provide insurance brokerage and risk management consulting services to the City. Through the RFQ process, persons and/or firms interested in consulting for the City on such services must prepare and submit a qualification packet in accordance with the procedure and schedule outlined in this RFQ.

**THE CITY DOES NOT SEEK TO PURCHASE OR SOLICIT BIDS FOR INSURANCE PRODUCTS AT THIS TIME. THIS RFQ IS ONLY FOR CONSULTING SERVICES AS DESCRIBED HEREIN. ANY RESPONSE THAT SEEKS TO OFFER SPECIFIC INSURANCE PRODUCTS TO THE CITY WILL BE REJECTED.**

Under this RFQ, the City intends to qualify person(s) and/or firms that: (a) possesses the professional and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the citizens of Galesburg.

The person(s) and/or firm chosen will provide services for up to one year on an as needed and requested basis with the possibility of continued services after the first year.

All questions or comments should be emailed to Kraig Boynton, Purchasing Agent at: [kboynton@ci.galesburg.il.us](mailto:kboynton@ci.galesburg.il.us). No phone calls please. **Please include the phrase: "Insurance & Risk Management RFQ" in the subject line of any email inquiry.**

## **I. SERVICES REQUESTED:**

The successful individual or firm will provide the City with services that include, but are not necessarily limited to:

### Primary Services:

- 1) Assisting the City in identifying its insurable property and liability exposures and recommending professional methods to reduce, assume or transfer risk of loss;
- 2) As requested, providing risk management guidance to officials and employees of the City;
- 3) Advising the City with respect to the suitability of the various existing services being provided by its current property and liability coverage providers;
- 4) Recommending to appropriate City officials any modifications to existing coverage(s) provided by current property and liability coverage providers;
- 5) Reviewing with appropriate City officials any additional coverage(s) that should be carried but are not covered by the City's current insurance providers, and subject to the City's authorization, assist in the marketing and placing such insurance on behalf of the City;
- 6) Assisting the City as requested in the preparation of applications, statements of values, and similar documents requested by insurance underwriters, it being understood that this is not inclusive of any appraisal work;
- 7) As requested, reviewing certificates of insurance, endorsements, and contracts with contractors, vendors, and professionals and reviewing any insurance requirements and/or contracts in conjunction with such requests; and
- 8) Reviewing loss reports and generally assisting City officials in meeting loss containment objectives.

### Additional Services Upon Request by City:

- 9) Assisting the City if requested in the preparation of its annual insurance budget;
- 10) Attending meetings with employees and officials as requested to promote the safety objectives of the City;
- 11) Assisting where needed or requested and only as appropriate in the settlement of claims, with the understanding that the scope of services does not include the work normally done by a public adjuster;
- 12) Assist in the development if requested of a City-wide policy, regulation, and/or procedure to protect the health and safety of the employees and public and protect the City from liability; and
- 13) Any other insurance or risk management service deemed necessary by the City.

## **II. PROFESSIONAL QUALIFICATIONS TO BE ADDRESSED IN RESPONSE:**

1. Name of firm or individual;
2. Address of principal place of business, telephone number, fax number, and contact email address;

3. For all individuals who will be providing services to the City: a description of their education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described herein;
4. Experience related to providing insurance and risk management services to public entities;
5. Three references of individuals who have knowledge of your representation of public entities with respect to insurance and risk management services;
6. Examples of your successes representing public entities;
7. A fee statement on either an hourly, commission, lump sum or other basis for specific services and a statement on additional costs to be billed (e.g. travel, etc.);
8. A copy of any required professional federal and/or state licenses to perform the required activities;
9. Samples of deliverables for similar services provided to other public entities; and
10. Any other information the interested individual or firm deems relevant.

### **III. SUBMISSION REQUIREMENTS**

To receive proper consideration, all submissions must be in triplicate and be received by the City on or before 5:00 p.m. October 31, 2016. Each submitting entity should submit a written response to each of the items in Section II above, detailing their professional qualifications. Submissions should be either mailed or hand-delivered to:

Kraig Boynton, Purchasing Agent  
Department of Finance  
City of Galesburg  
55 West Tompkins Street  
Galesburg, Illinois 61401

### **IV. SELECTION CRITERIA**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall be at the City's discretion but shall include at a minimum:

1. Qualifications of the entity and specific individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Experience working with local municipal government; and
5. Cost competitiveness.

### **V. RESERVATION OF RIGHTS BY CITY OF GALESBURG**

The issuance of this RFQ and the acceptance of a submittal do not constitute an agreement by the City that any contract will actually be entered into by the City. Any costs incurred by a

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respondent in preparation of a response to this RFQ are the sole responsibility of the respondent. Any and all disputes arising under this RFQ and any contract negotiated as a result of this RFQ shall be governed by the laws of the State of Illinois. **The City reserves the right to issue written notices of any change in the submittal process should the City in its sole and absolute discretion determine that such changes are necessary or desirable.**

In addition to, and notwithstanding any other provision of this RFQ, the City reserves the right to:

1. Waive any immaterial defect or informality in a submittal;
2. Extend or otherwise revise the submittal date;
3. Reject any or all submissions or portions thereof;
4. Cancel this RFQ at any time;
5. Reissue a new or revised RFQ; and
6. Request additional information from one or more submitters.

This solicitation does not require the City to award a contract, to pay any cost incurred with the preparation of a qualifications statement, or to procure or contract for services. The City reserves the right to accept or reject any submittals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this process if it is in the best interest of the City. Prior to negotiations, prospective entities may be required to submit revisions to their qualifications statements. All submitters should note that any contract pursuant to this solicitation will be dependent upon the recommendation of the City staff and subsequent approval by the Galesburg City Council.

## **VI. SUBMITTAL REJECTION/RIGHT TO DISQUALIFY**

Submittal of terms, condition and/or agreements may result in rejection if such terms, conditions, or agreements are deemed unacceptable by the City in its sole discretion. The City reserves the right to disqualify any entity who fails to provide information or data specifically requested herein or who provides materially inaccurate or misleading information or data, or who attempts to influence the selection process outside the procedures established herein. The City reserves the right to disqualify any entity on the basis of any real or apparent conflict of interest. These disqualifications are at the sole discretion of the City.

## **VII. CITY OF GALESBURG'S ANTI-DISCRIMINATION POLICY**

Each entity submitting under this notice shall include a statement wherein the submitting entity affirms in writing it will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, gender identity, or disability in fulfillment of a contract entered into for the services identified herein and that this prohibition on discrimination shall apply to the hiring and treatment of the submitting entity's employees and to all subcontracts it enters into related to fulfillment of the services identified in this RFQ. Failure to comply with the above shall be cause for the City to deem the submittal non-responsive.