



REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR BROKER SERVICES FOR PROPERTY & CASUALTY INSURANCE

The City of Camdenton will accept statements of qualifications from persons or firms interested in providing the following:

BROKER SERVICES FOR PROPERTY & CASUALTY INSURANCE
STATEMENTS OF QUALIFICATIONS MUST BE SUBMITTED NO LATER THAN
OCTOBER 16th, 2017
4:00 p.m.

Please label your envelope:

BROKER / AGENT SERVICES: PROPERTY & CASUALTY INSURANCE

Drop off at City Hall or mail to:

City of Camdenton, Missouri

437 W US Highway 54

Camdenton, MO 65020

Please note that this in no way is a request for proposal/pricing and firms should not contact carriers at this time. Only the firm selected will be asked to obtain pricing on the City's behalf.

Introduction:

The City of Camdenton is requesting Statements of Qualifications from experienced firms to provide insurance services for the City and to act as the City's insurance agent to provide Property & Casualty Insurance. The City is seeking firms or agents with demonstrated experience in servicing tax districts in Missouri.

The City reserves the right to reject any, part of any, or all proposals and to waive any informalities in proposing, and shall have no liability whatsoever to any proposer whose proposal is not accepted.

Scope of Services:

The City will require the firm selected to advise on insurance needs, offer suggestions, and confer with staff regarding problems that may arise. Additionally, the firm will be responsible for seeking insurance for the City's property & casualty needs and acting as the City's representative for the purchase and administration of insurance policies. Potential services include but are not limited to:

- Assist with claims management
- Obtain multiple quotes and make recommendations based on the City's needs and competitive rates
- Establish routine meetings to discuss any updates, concerns, etc.
- Establish timelines to achieve goals set by the City and the firm
- Assist with keeping the City compliant with rules and regulations in regards to its operating procedures, requirements and employee matters

Instructions/Proposal Format:

Statement of Qualifications must include a cover letter, resume, and completed questionnaire form provided by the City. The resume should include a firm name, address, phone numbers, year established, types of services for which the firm is qualified for and any other pertinent information. As the City questionnaire references, please include a list of current municipality clients served by your firm.

Evaluation Procedure/Process:

Statements of Qualifications and proposals will be evaluated and reviewed by staff members of the City of Camden. Any firm that submitted a Statement of Qualifications might be asked to meet with City officials for further consideration.

Evaluation Considerations:

The City will consider the following items and any additional information it feels necessary to select a qualified firm which best fits the City's Property & Casualty Insurance needs:

- Specialized experience and capabilities of the firm
- Demonstrated knowledge and experience as an agent for other tax districts
- Number/experience of personnel
- Firm's current work load and ability to handle additional work
- Explanation of the firm's approach to working with its' clients

No appointments, presentations, or contacts between solicitors and the City will be scheduled to discuss services at this time.

All proposals will be retained by the City.

Broker Services
Property & Casualty Insurance
City of Camden

Please answer the following questions regarding your agency:

1. Provide the name, location(s) and brief history of your agency.
2. Which property & casualty carriers does your firm represent?
3. What is your experience with tax districts similar to City of Camden?
4. State your objectives if selected by the City as their agent.
5. Provide any other pertinent information you would like the City to consider in their selection process.
6. What risk mitigation services does your firm (not carriers) provide for its' tax district clients?
7. Provide a reference list of at least three tax districts your firm currently represents for property and casualty insurance.
8. Provide a copy of your professional liability or errors and omissions insurance with a minimum limit of \$3,000,000.