

TOWN OF STRATFORD
Request for Qualifications
RFQ #2011-024
Agent /Broker of Record
For the Stratford Board of Education
Liability and Casualty Insurance

The Stratford Board of Education (BOE) is seeking proposals from qualified agents/brokers to provide the services of **INSURANCE BROKER OF RECORD SERVICES** for the following areas:

- Excess Workers' Compensation
- Commercial Automobile
- General Liability
- School Board Liability
- School Board Employment Practices
- Crime Policy
- Excess Liability

The BOE intends to qualify person(s) or firms (s) that:

Possess the professional, financial and administrative capabilities to provide the proposed services and will agree to work under the compensation terms and conditions determined by the BOE to provide the greatest benefit to the taxpayers of the Town of Stratford.

At a minimum, the Stratford Board of Education anticipates a three (3) year relationship with the selected agent, with up to two (2) additional years of renewal possible.

I. SCOPE OF WORK

The BOE seeks the services of a professional and experienced insurance broker that has expertise in the provision of services as described below and that demonstrate that they will have the continuing capabilities to perform these services as may be requested by the BOE from time to time as follows:

1. Manage, evaluate, and negotiate contracts for LAP (liability/auto/property) on behalf of the BOE.
2. Prepare insurance applications as needed.
3. Maintain a close working relationship with the administration of the BOE.
4. Assist the BOE with risk management issues and ways to mitigate losses.
5. Assist with its budget planning for insurance costs by providing a preliminary, projected renewal no later than January 1st of each plan year.
6. Provide insurance brokerage services of a specialized nature within the scope of insurance brokers expertise, and professional qualifications shall include but not be limited to:
 - LAP (liability/auto/property)
 - Public Officials
 - Umbrella
 - School Leaders
 - Excess Workers Compensation

II. PROJECT TIMETABLE

The proposed project schedule for this RFP is as follows:

RFQ Published:March 28, 2011

RFQ Questions Due (no later than):April 8, 2011

RFQ Due:April 15, 2011

RFQ Evaluation & Award:TBD

Contract Negotiation & BOE Approval:TBD

III. SUBMISSION REQUIREMENTS

Qualified responses should specifically include:

1. Executive summary, not to exceed two pages, describing in narrative form your firm and specific qualifications that will assist the BOE in making its selection with respect to the project.
2. Name, address, telephone number of the Respondent and the name of the key contract person.
3. A description of the business organization (i.e. corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
 - Provide the names and business addresses of all Principals of the Respondent. For purposes of this RFQ, “Principals” mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, “Principals” shall include each investor who has any operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - If a Respondent is partially owned or a fully owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parent approval rights over the activities of the Respondent. Describe the approval process.
 - If the Respondent is a partnership or a joint venture or a similar organization, provide comparable information as required in paragraph above for each member of the partnership, joint venture or similar organization.
4. The number of years Respondent has been in business under the present name.
5. The number of years Respondent has been under the current management.
6. Any judgments within the last three (3) years in which the Respondent has been adjudicated liable for professional malpractice or breach of contract. If yes, please explain.
7. Whether the Respondent is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
8. Confirm appropriate federal and state licenses to perform activities.
9. Disclose any perceived conflicts of interests.
10. Any other information that, in the judgment of the firm, may allow the BOE to make a fair assessment of your experience and abilities.
11. Disclose commission that will be provided for services.

Professional Information Requirements

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a. Description and scope of work by Respondent.
 - b. Name, address and contact information of reference to the RFQ.
 - c. Explanation of perceived relevance of the experience to the RFQ.
2. Brief description of Respondent's relevant clients, including a listing of all municipal government or public entity clients during the last three years.
3. Resumes of key employees and an indication of which employees would be directly working the BOE.
4. A narrative statement of the Respondent's understanding of the BOE's needs and goals.
5. List all immediate relatives of Principals(s) of Respondent who are BOE employees or elected officials of the Town. For purposes of the above, immediate relative means a spouse, parent, stepparent, brother, sister, child, stepchild, direct line aunt or uncle, grandparent, grandchild and in-laws.
6. Limits of malpractice/liability insurance coverage and name of insurance carrier.
7. A listing of all other engagements where services of the type proposed were provided in the past five years. This should include other municipal government and other levels of government, including the town of Stratford. Contact information for the recipients of similar services must be provided. The BOE may obtain references from any of the parties listed.
8. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion.
9. A listing of professional memberships.
10. Demonstration of ability to properly perform insurance broker of record services.
11. Respondents must list all cases where they been adverse to the town or in which they sued the town or in which they represented a client that sued the town in cases filed within the last five calendar years.

IV. EVALUATION CRITERIA

The BOE's objective in soliciting Qualification Statements is to enable the BOE to select a Respondent that will provide high quality and cost effective services. The BOE will consider Qualification Statements only from Respondents that, in the BOE's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the BOE in the manner described in the RFQ.

Responses will be evaluated by the BOE and Qualified Respondents will be selected based on evaluation factors set forth below:

1. Experience and reputation in the field;
2. Knowledge of the town and the subject matter of the pertinent contract;
3. Availability to accommodate the required meetings of the BOE;
4. Experience in the areas described in Sections I and III.
5. Pertinent government experience; and
6. Other factors demonstrated to be in the best interests of the BOE.

The BOE may select certain firms to make presentations. Each presenting firm would be asked to make a formal presentation at an interview followed by a question and answer period. Final approval will be made based on criteria deemed to be in the best interest of the BOE.

During the evaluation process, where it may serve the BOE's best interest, the BOE reserves the right to request additional information or clarification from proposing firms, reject any or all proposals or unauthorized modifications, allow corrections of errors or omissions and to waive irregularities.

The BOE will choose the proposal(s) that best fits its needs. The BOE is not obligated to award the contract to only one agent of record.

V. FEES

The Respondent will not be compensated by the BOE for these services, it being the BOE's understanding that any compensation the Respondent may receive under any contract issued pursuant to the issuance of this RFQ will be earned through commissions. The BOE does not guarantee any minimum amount of compensation for the Respondent if awarded a contract pursuant to this RFQ.

VI. OTHER

The firm, upon the submission of a proposal, shall deliver to the Town proof of professional liability insurance in the sum of three million dollars (\$3,000,000) issued by a reputable insurance company. This insurance must be maintained throughout this engagement, and proof, thereof, must be provided upon request.

In addition to its obligation to provide insurance as specified above, the selected firm, its agents and assigns shall indemnify and hold harmless the BOE including, but not limited to, its elected officials, its officers, agents from any and all claims made against the BOE, including but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the selected firm during the performance of this Agreement or any other Agreement of the firm entered into in reason thereof. The BOE agrees to give the firm prompt notice of any such claim.

Additional relevant information may also be submitted as part of the proposal. Marketing brochures need not be included.

Mr. Michael Feeney, Chief Operating Officer, will serve as proposal coordinator. This individual may be contacted at the Stratford Board of Education, 1000 East Broadway, Stratford, CT 06615. Phone number: 203-386-3149. Technical questions on the procurement process should be directed to Mr. Michael Bonnar, Purchasing Agent. This individual may be contacted at the Stratford Town Hall, 2725 Main Street, Stratford, CT 06615. Phone number: 203-385-4044.

Five (5) copies of all letters of interest and requested materials must be received no later than 3:00 p.m. on APRIL 15, 2011.

Responses received after this date and time will not be considered.