

TOWN OF STRATFORD
Request for Qualifications
RFQ #2011-047
Agent /Broker of Record
For the Town of Stratford
Liability and Casualty Insurance

The Town of Stratford (Town) is seeking proposals from qualified firms or individuals (herein after referred to as “firm”, “responder”, “contractor”, “vendor”, “organization”, or “proposer” to provide a full array of services as the Town’s **INSURANCE BROKER OF RECORD** for the following areas:

- Excess Workers’ Compensation
- Automobile Coverages
- General Liability
- Excess Liability
- Public Officials Liability
- Property Coverages
- Umbrella Coverages
- Other coverages to be determined or as need

The Town 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 Town to provide the greatest benefit to the taxpayers of the Town of Stratford.

At a minimum, the Town 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 Town 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 Town from time to time as follows:

1. Manage, evaluate, and negotiate contracts for LAP (liability/auto/property) on behalf of the Town.
2. Prepare insurance applications as needed.
3. Maintain a close working relationship with Town administration including but not limited to the HR Director, Finance Director, Mayor and CAO.
4. Assist the Town 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:
 - Excess Workers' Compensation
 - Automobile Coverages
 - General Liability
 - Excess Liability
 - Public Officials Liability
 - Property Coverages
 - Umbrella Coverages

II. PROJECT TIMETABLE

Respondents to this RFQ **must** be able to meet the following **expedited** project schedule:

RFQ Published:Friday, May 20, 2011
RFQ Full Responses Due (no later than 3:00PM):Friday, May 27, 2011
RFQ Evaluation & Award:Tuesday, May 31-Friday June 3
Contract Negotiation Approval:TBD
Insurance Market Participation on the Town's Behalf for a July 1, 2011 Policy Effective Date

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 Town 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 Town 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 Town.
4. A narrative statement of the Respondent's understanding of the Town's needs and goals.
5. List all immediate relatives of Principals(s) of Respondent who are Town 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 Town 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 Town's objective in soliciting Qualification Statements is to enable the Town to select a Respondent that will provide high quality and cost effective services. The Town will consider Qualification Statements only from Respondents that, in the Town's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in the RFQ.

Responses will be evaluated by the Town 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 expedited timeframe of the Town to meet July 1, 2011, policy changes;
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 Town.

The Town may select certain firms to make presentations. Each presenting firm would be asked to make a formal presentation (no more than 20 minutes) at an interview followed by a question and answer period (no more than 40 minutes). Final approval will be made based on criteria deemed to be in the best interest of the Town.

During the evaluation process, where it may serve the Town's best interest, the Town 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 Town will choose the proposal(s) that best fits its needs. The Town is not obligated to award the contract to only one agent of record.

V. FEES

The Respondent will not be compensated by the Town for these services, it being the Town'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 Town 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 Town including, but not limited to, its elected officials, its officers, agents from any and all claims made against the Town, 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 reason thereof. The Town 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. Geen Thazhampallath, Chief Operating Officer will serve as proposal coordinator. This individual may be contacted at the Stratford Town Hall, 2725 Main Street, Stratford, CT 06615. Phone number: 203-281 2045. 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 PM on Friday May 27, 2011

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