

REQUEST FOR QUALIFICATIONS

PROPERTY/CASUALTY/WORKERS COMPENSATION

INSURANCE BROKER SERVICES



RFQ Due by 4:00 pm Tuesday April 22, 2022

Jeff Batton, Assistant Village Manager
Village of Pinehurst
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REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSAL FOR BROKERAGE SERVICES

I. INTRODUCTION

Issue Date: April 8, 2022

The Village of Pinehurst is seeking statements of qualifications for a Broker of Record to market and place our property and casualty and workers' compensation by July 1, 2022. The Broker of Record will also provide on-going risk management and support services.

The Village of Pinehurst seeks brokerage services beginning on or before May 3, 2022. **This invitation is not an authorization to approach the insurance marketplace on behalf of the Village of Pinehurst. Prospective brokers failing to comply with this condition could be subject to immediate disqualification.**

Proposals shall be submitted by 4:00 pm on April 22, 2022 via email to Jeff Batton, Assistant Village Manager for Operations at jbatton@vopnc.org or in writing to same at 395 Magnolia Road, Pinehurst, NC 28374. Please limit proposal to 10 pages (quality over quantity please). Proposals received after the deadline will not be considered.

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

Questions regarding this RFQ may be submitted to Jeff Batton at jbatton@vopnc.org. Additional information deemed "material" provided to a given brokerage firm 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 three (3) references within the public entity sector (current clients).
3. Team Leader assigned must demonstrate at least eight (8) years' experience servicing public entity clients, and maintain at least two professional designations (i.e. CIC, CPCU, CRM, CISR, CSRM)
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. Provide a list of public entities your firm represents which are similar to the Village of Pinehurst and summarize your approach to insurance placements, identify markets used and provide specific details regarding services you provide. Include up to three (3) public entities we may contact for a reference.
3. Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing services to the Village of Pinehurst. Include an organizational chart of the team and identify one key executive who will be the contact for the Village of Pinehurst.
4. Describe the methods you would use in designing a comprehensive insurance program for the Village of Pinehurst; indicate how you would evaluate the Village of Pinehurst's exposure to risk.
5. Explain your approach to soliciting insurance placement on behalf of your clients. Indicate other general account services provided such as loss control, risk assessments, policy review, safety training, issuance of certificates, etc.
6. Provide the base broker fee and/or how your firm will be compensated annually. Identify all services included in this annual base compensation. List any optional services that are not included in the base compensation and the fee for each such service.

V. SCOPE OF WORK – SERVICES REQUIRED

1. The broker will assist the Village of Pinehurst in identifying and evaluating existing and emerging exposures to risk and provide recommendations for mitigating same.
2. Broker shall prepare renewal specifications for review and approval by the Village of Pinehurst at least **45 days** prior to renewal. Broker shall verify accuracy and adequacy of insurance contracts, endorsements and invoices.
3. Broker shall seek quotes from insurance companies licensed to do business in North Carolina and shall provide written analysis of quotes received comparing value, coverage terms, service, insurer ratings and stability and other relevant factors the Broker may deem appropriate. The report shall also compare quoted programs to the existing program noting differences in coverages. A recommendation shall also be included with justification for selection.

VII. PROJECTED TIMETABLE

Issue and Advertisement Date: 4/8/2022

Submissions Due: 4/22/2022 @ 4:00pm

Evaluation Period: 4/25/22 to 4/27/2022

Interviews if necessary: 4/28/2022 to 4/29/2022

Appointment of Broker: 5/03/2022

Start of Services: As soon as Broker of Record is executed.

Other than "Submissions Due," dates are subject to change without prior notice.

VIII. RFQ WILL BE EVALUATED BY THE FOLLOWING CRITERIA

1. Responsiveness and completeness of the proposal to the submission requirements set forth in the RFQ.
2. Experience with local governments.
3. Technical ability and strength of the broker team.
4. Added value of available services
5. Client references.
6. Demonstrated quality of services.
7. Most competitive proposal, and overall value for the Village

IX. OTHER INFORMATION

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

The Village of Pinehurst reserves the right to:

- Reject any and all submittals and not proceed with selection of a broker for any reason
- Approve all personnel and sub-consultants utilized in this project.
- Waive any informality.
- Negotiate with the selected applicant prior to entering into any agreement.
- Reject insurance proposals presented by Broker of Record and retain current insurance provider.

An accepted RFQ 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.