



REQUEST FOR PROPOSALS AGENT OF RECORD/INSURANCE BROKER

Due Date: 11:00 AM, Monday, April 15, 2019

The City of Moorhead is seeking proposals from licensed property and casualty insurance agents to act as the Agent of Record/Insurance Broker for the City (Broker). The City has used the League of Minnesota Cities Insurance Trust (LMCIT) since 1985 and plans to remain with the LMCIT. This request for proposal covers only the LMCIT insurance program including the property/casualty and worker's compensation programs.

Sealed, written proposals responding to the "request for proposal" must be submitted no later than 11:00 am, Monday, April 11, 2019. Proposers are solely responsible for delivery of their proposals to the City before the date and hour set forth above. Any proposal received after that time because of delayed mail delivery or any other reason will not be considered and will be unopened. Proposals shall be addressed to:

City of Moorhead
Attn: Karla McCall, Finance Director
500 Center Avenue
PO Box 779
Moorhead, MN 56561

Proposers must use the proposal form attached, but may also submit other documentation for consideration. This documentation may include brochures, samples, letters of recommendation, etc.

The face of the sealed envelope containing the proposal should bear the caption "Insurance Agent Proposal".

The City would like to retain the services of the selected broker for a minimum period of three (3) years, with annual extensions available as agreed between parties. The services will begin upon contract agreement.

The City desires to work with an agent who successfully provides the following services:

1. Advise and assist the City in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
2. Advise and assist the City in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
3. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
4. Advise the City on potential gaps or overlaps in coverages.
5. Assist the City as requested in submitting claims and interpreting coverage as applied to particular claims.
6. Review loss reports for correct reporting, appropriate reserves, etc.
7. Assist as requested with safety and loss control activities.
8. Assist the City in identifying risk exposures and developing appropriate strategies to address those exposures.

Selection of the insurance broker will be based on the following criteria (not necessarily in order of importance).

1. Expertise and experience in providing insurance brokerage services with Minnesota cities.
2. Qualification of personnel in the area of property and casualty, liability, and workers' compensation insurance.
3. References from public sector entities and clients which are comparable to the City.
4. Ability to respond efficiently to the requests for services.
5. Quality of the broker's proposal including RFP for insurance, responsiveness and adequacy of information provided.
6. Support services available (loss control, claims, claim reports).
7. Fee/payment structure to service this account.
8. Interview responses, if applicable.

The Request for Proposal (RFP) is not an authorization to approach the insurance market on the City's behalf. The City specifically requests that no contact or solicitation of insurance markets be made on its behalf and that no insurance market reservation be made by or for any proposer for insurance or related service to be provided for the City. An agent's failure to comply with this request will result in disqualification.

A team of City staff members will review the submitted proposals and select brokers for interviews based on qualifications. The interviews will be tentatively scheduled for April 24, 2019. The selection team will recommend one broker that best fits the City's needs and who have agreed to accept the terms of the City's contract.

The City of Moorhead reserves the right to reject any or all proposals, to waive informalities, to award the contract in whole or in part, and to award to the vendor the City determines is in the City's best interest.

Questions concerning the proposal process can be addressed to Finance Director Karla McCall at 218-299-5185. Any information given to one proposer will be put in writing and distributed to all who received proposal packets.

Attachment

- Broker/Agency Information Proposal Response Form

Broker/Agency Information Proposal Response Form

Broker/Agency Information

Name:

Address:

Telephone:

Check One: Broker Independent Agent Direct Writer

Licensed in MN: Yes No

Name of Primary Account Executive:

Name of Primary Assistant:

Locations of branch offices/affiliates that would assist in servicing the City of Moorhead:

Number and Names of Minnesota Cities served:

Fees

Describe the method by which the fees and expenses to the broker are calculated and paid by the insurance company. If services are to be paid on a commission basis, please indicate commission structure.

What services would you classify within the fee income and what services would you classify outside the fee income? List your fees for any additional services which may exceed the scope of duties and responsibilities contemplated within the fees.

Describe the agency's Errors and Omissions limits:

Qualifications – Primary Account Executive (attach resume)

Primary Account Executive for this account:

Length of time with Agency/Company:

Length of Career in Insurance or Risk Management:

Professional/Association Designations:

Number of Public Entity Clients	#	Number of Other Clients	#
Property		Property	
Liability		Liability	
Automobile		Automobile	
Workers' Compensation		Workers' Compensation	

Work history includes experience in (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Commercial Underwriting | <input type="checkbox"/> Personal Lines Underwriting |
| <input type="checkbox"/> Commercial Claims | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Agency Account Servicing | <input type="checkbox"/> Agency Marketing |

Qualifications – Primary Assistant (attach resume)

Primary Assistant for this account:

Length of time with Agency/Company:

Length of Career in Insurance or Risk Management:

Professional/Association Designations:

Number of Public Entity Clients	#	Number of Other Clients	#
Property		Property	
Liability		Liability	
Automobile		Automobile	
Workers' Compensation		Workers' Compensation	

Work history includes experience in (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Commercial Underwriting | <input type="checkbox"/> Personal Lines Underwriting |
| <input type="checkbox"/> Commercial Claims | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Agency Account Servicing | <input type="checkbox"/> Agency Marketing |

Please include resumes of all people that will be involved in this account.

ANY CORPORATE RELATIONSHIP BETWEEN BORKER/AGENT AND INSURER SHALL BE FULLY DIVULGED.

Questions

Provide a brief history of your agency and your agency's overall capabilities. Elaborate on experience with public entities and Minnesota Cities.

Please describe how claims are handled and your role in assisting the City with keeping the cost of premiums and claims down.

What type of services will your agency provide and how do they differentiate your agency from others?

References- Provide three (3) references from present and/or recent clients, two (2) of which must be from public entities. Include name, phone number, email address, and Account Executive.