

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

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# **REQUEST FOR PROPOSAL for Insurance Agent of Record Services**

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**City of Warrenton  
Finance Department  
225 S Main  
P. O. Box 250  
Warrenton, OR 97146  
(503) 861-2233**

PROPOSAL DUE DATE AND TIME:

November 21, 2018



## REQUEST FOR PROPOSALS

### INSURANCE AGENT OF RECORD

The City of Warrenton is soliciting Requests for Proposals for Insurance Agent of Record services for the City's risk management program; property, casualty, liability, and auto insurance, workers' compensation, employee benefits, claim services and other risk management services.

#### BACKGROUND

The City of Warrenton is located in the Northwest most corner of Oregon, and has a population of approximately 5,285. The City was incorporated in 1899 and provides a full range of municipal services to its residents which include police, municipal court, fire, planning, building, library, two marinas, and all phases of public works which oversees the park system, water, sewer, storm sewer, and sanitation utilities and street maintenance, with administration and finance department support.

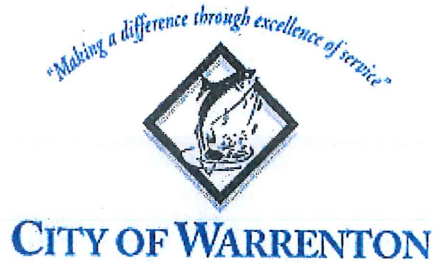
The governing body for the City of Warrenton is the City Commission. The Commission is composed of a Mayor and four Commissioners elected at-large. The City Commission appoints a city manager, who is assigned responsibility of day-to-day operation of the city with approximately 55 full time equivalent employees.

#### ISSUING OFFICE/TO OBTAIN AN RFP:

The Finance Director is the issuing officer for this Request for Proposal (RFP) and the point of contact for all process, technical and contract questions as well as protests. April Clark at (503) 861-2233 or email [aclark@ci.warrenton.or.us](mailto:aclark@ci.warrenton.or.us).

#### SUBMISSION DATE AND LOCATION

Each proposer must provide four copies of the proposal; one copy should be marked "Original". The outside of the sealed envelope or box should be marked "**Insurance Agent of Record**" and delivered to the address listed below. The proposals must be physically received by 4:00 p.m. on Wednesday, November 21, 2018. Proposers



submitting proposals are solely responsible for the means and manner of delivery, and are encouraged to confirm delivery prior to the deadline.

City of Warrenton  
225 S Main Ave  
PO Box 250  
Warrenton, Oregon 97146

Telephone, facsimile, or electronically transmitted proposals **will not be accepted**. Proposals received after the specified date and time will not be given further consideration.

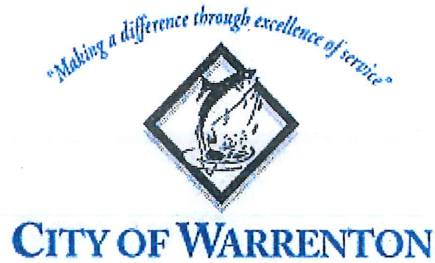
#### **ANTICIPATED RFP SCHEDULE**

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is the City's best interest to do so.

- RFP Distributed and posted on website                      October 31, 2018
- Proposal Due Date    November 21, 2018
- Evaluate Proposals    Week of November 26, 2018
- Proposer Interviews (optional)                                      Week of December 3, 2018
- Commission award (tentative)                                      December 11, 2018

#### **SOLICITATION OF DOCUMENTS AND CHANGES**

The RFP can be downloaded from the City of Warrenton's website at <http://www.ci.warrenton.or.us>. It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, addenda will be emailed, mailed or delivered to all who are known by the City of Warrenton to have received a complete set of Proposal Documents. Please call (503) 861-2233 or email to be added to the Interested Proposer's list.



## **PROPOSAL TERM**

It is anticipated that the City of Warrenton, will enter into a three year (3-year) agreement, which may be extended upon written consent of both parties for an additional three (3) years.

## **DURATION OF PROPOSAL**

Unless otherwise specified proposals must remain valid for at least 90 days. An official authorized to bind the proposer must sign proposals.

## **PUBLIC RECORD**

All proposals submitted are the property of the City of Warrenton and are public records. Except for information marked "Proprietary," all documents received by the City are subject to public disclosure after the City selects an agent. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent possible under Oregon public records law.

## **INCURRING COSTS**

The City is not liable for any cost incurred by proposer prior to issuance of a contract.

## **SELECTION PROCESS**

The City reserves the right to select the consultant on the basis of proposals or to conduct interviews with the highest qualified proposers following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications of any or all proposals.

### Selection Review Committee

The Selection Review Committee will be comprised of at least three members. The role of the Selection Review Committee is to evaluate the proposals submitted, review results with the City Manager and make a recommendation of the award to the City Commission.



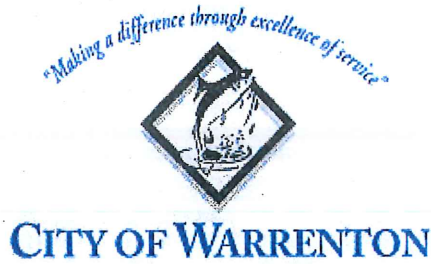


Upon completion of the evaluations, the City intends to negotiate a contract with the Proposer whose proposal is deemed to be in the best interest of the City of Warrenton.

### **PROPOSAL FORM AND CONTENT**

Proposals should be prepared in generally the following format for the ease of the selection committee in reviewing multiple proposals:

1. **Letter of Transmittal:** All Proposals must include a cover letter signed by a person legally authorized to bind the applicant to its Proposal, see Exhibit B.
2. **Experience and Qualifications:** List the key personnel and qualifications relative to the scope of work (Exhibit A) of this RFP; including but not limited to a description of education, certificates or licenses, professional background, experience, skills, expertise and training. Explain your firm's understanding of the benefit of having an Agent of record as an integral part of the City's Risk Management Program.
3. **Response to Scope of Work:** A statement of how the Agent will provide services and address the scope of work (Exhibit A) of this RFP.
4. **Compensation:** Please provide a clear understanding of what services you or your firm would provide by virtue of the commission received from the carrier. If any services are discussed in this proposal that would not be covered by the commission, then please be specific as to what those services are and what would be the cost to the city to access those services.
5. **References:** Provide a representative listing of municipal governments for whom the Proposer is currently or has previously provided Risk Management and Insurance Broker Consulting Services, within the last three (3) years. Provide government contact name, phone number, and email address. Oregon references are preferred. The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm of individual under consideration for this contract.
6. **Proposer's Warranty:** Exhibit B



**7. Other:**

- A statement disclosing whether the Agent or any of its staff who would work on this contract have ever been sued or been subject to professional discipline in connection with acting as Insurance Agent of Record for any client or related services. If such lawsuits or disciplinary actions have occurred, please summarize the allegations, when they occurred, and indicate the outcome of the proceedings.
- Indicate the Agent's approximate annual property/casualty premium volume from public entities.

**EVALUATION CRITERIA AND SCORING**

**Proposal Minimum Qualifications**

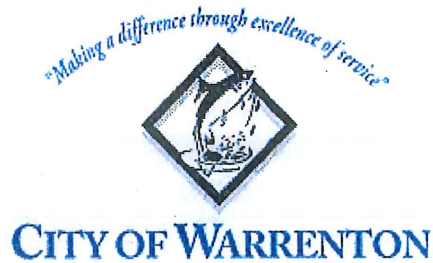
The City's Insurance Agent of Record shall meet the following minimum qualifications:

1. Be licensed by the Insurance Commissioner of the State of Oregon;
2. Have relevant experience with public sector accounts of similar size and scope of services;
3. The Agent assigned to the City must have a minimum of five years of active experience in the public sector in insurance and risk management fields.

**Evaluation Criteria and Scoring**

Each proposal will be judged on its completeness and quality of its content. The evaluation process will begin with an analysis of each proposal using the evaluation criteria and weighting identified below.

- |                                 |     |
|---------------------------------|-----|
| • Experience and Qualifications | 35% |
| • Public Sector Pool Experience | 30% |
| • References                    | 25% |
| • Compensation                  | 10% |



## **PROTESTS**

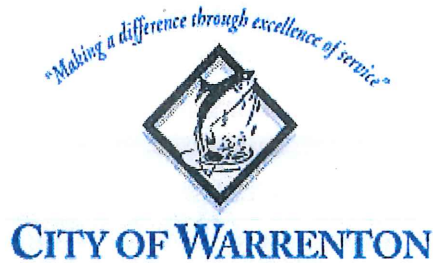
Any complaints or perceived inequities related to this RFP shall be in writing and directed to the Issuing Office at the address listed in the RFP. Protests related to the solicitation shall be received no later than five working days after issuance of RFP. Protests of the award must be made within five days of notification of the selected proposer.

## **REJECTION OF PROPOSALS**

The City of Warrenton may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals in accordance with ORS 279B.100.

## **MODIFICATION / WITHDRAWAL**

Unless otherwise specified, modification of the proposal will not be permitted; however a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw his or her Proposal, either personally or by written request to the Issuing Office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time of receipt of Proposals has not expired.



## EXHIBIT A

### SCOPE OF WORK

The City's objective is to identify the best available Insurance Agent of Record. The Insurance Agent of Record shall:

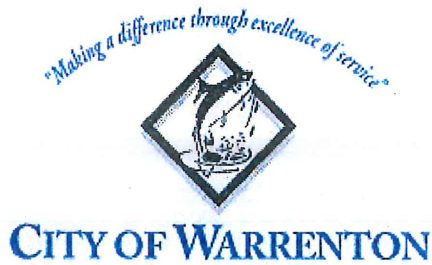
- a. Be knowledgeable with all federal and state of Oregon laws, and must comply with all Oregon laws and practices, as well as ordinances, resolutions, and policies of the City of Warrenton;
- b. Have experience providing Risk Management and Insurance Brokerage Consulting Services to Oregon municipalities; and
- c. Attend City County Insurance Services (CIS) agent training within the last twelve months.
- d. Be knowledgeable with all CIS services, best practices, programs and policies that could reduce our annual premiums.

The following is the scope of services Insurance Agent of Record is required to provide to the City of Warrenton as components of Risk Management Program.

#### I. Risk Analysis

- i Knowledge on CIS annual reports to the City that provides a complete insurance schedule, annual and cumulative loss histories.
- ii Assist City staff in updating and maintaining the City's Risk Management policy.
- iii Assist City staff in preparing the Risk Management Annual report each fiscal year.

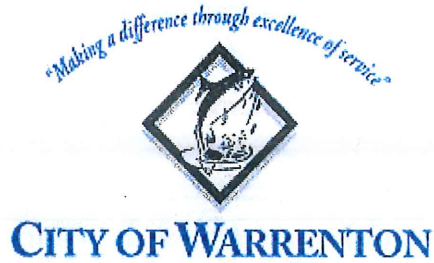




- iv Review the City's property, auto, and mobile equipment schedule to assure all facilities and equipment are listed and appropriately insured. Provide replacement valuation for facilities, building, and equipment based upon original costs or professional appraisals.
- v Monitor claims trends and identify the City's risk exposure and develop solutions.
- vi Assist with the implementation of risk elimination and transfer alternatives approved by the City. This includes, but is not limited to, citywide safety committee meetings.
- vii Respond to audit findings, if any, offering recommendations for either compliance or alternatives.

## **II. Insurance Administration**

- i Assist the City staff with all claims and losses, including expediting settlements of first party losses covered by insurance; review procedures, reserves, and settlements of third party claims.
- ii Assist City staff in updating and reporting to the insurance carrier any changes in their Property, Scheduled Equipment and Automobile insurance schedules.
- iii Assisting all areas of accounting for risk management costs, which includes:
  - a. Allocating costs by departments and funds, and
  - b. Checking and reviewing all rates.
- iv Annually review contract language relative to risk management, including insurance policies, personal service agreements, and 'Hold



Harmless” clauses in leases or other contracts; this would include the custom design of insurance policies when appropriate.

### **III. Financial Analysis**

- i Provide budget-planning estimates for insurance premiums.
- ii Provide cost-benefit analysis for any changes in insurance coverage or reallocation of risk management funds.
- iii Assist with premium allocation of City insurance premiums each year for annual budget planning and preparation.

### **IV. General Risk Management Services**

- i Advise the City of developments in the insurance market; rate, value, and other cost trends; indications of any problems emerging in the account; and other facts, which might affect the City’s risk management program.
- ii Review with City staff and Legal Counsel the appropriate property, liability, automobile, and workers’ compensation claim reporting procedures.
- iii Schedule quarterly meetings with City staff to review claim history and make risk management recommendations based on loss trends.

### **V. Other General Services**

- i Establish and maintain an effective and professional working relationship with City staff.



## CITY OF WARRENTON

- ii Meet with City staff to explain insurance procedures and coverage. Be a risk management training resource for staff and elected officials.
- iii Attend City Council and Budget Committee meetings when requested.
- iv Review legislative activities, and advise City staff concerning the effects of legislative changes on insurance coverage and costs.
- v Advise the City of other services available from agencies or insurance companies.
- vi Provide professional advice on a specific project basis, and general consultation on public property and contracting matters, as needed.
- vii Attend the CIS annual conference and advise staff of upcoming changes in property, liability, health care insurance changes, trends in the short and long term insurance developments, and other risk management trends.

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## CITY OF WARRENTON

### EXHIBIT B

#### PROPOSER'S WARRANTY

TO: City of Warrenton, Oregon

PROPOSAL OF: \_\_\_\_\_

(  ) an individual (  ) a partnership (  ) a corporation (please mark the appropriate box) organized under the laws of the State of \_\_\_\_\_.

The undersigned, having carefully read and considered the Request for Proposal to provide Insurance Agent of Record services for the City of Warrenton, Oregon does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in the Proposal.

#### OFFEROR

\_\_\_\_\_  
Company Name

BY \_\_\_\_\_  
Signature of Authorized Representative      Please print name

#### PRINCIPAL OFFICE ADDRESS

Federal tax ID \_\_\_\_\_ State ID \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**THIS FORM MUST ACCOMPANY ALL PROPOSALS**