

# **REQUEST FOR PROPOSAL INSURANCE AGENT OF RECORD**

**Bourbon County Board of Education**

**3343 Lexington Rd.,**

**Paris, Kentucky**

**Released: March 2, 2020**

**Opening: 1:00 P.M. E.S.T. March 16, 2020**

**Direct questions pertaining to this RFP to Andrea Kiser, Finance Officer  
[andrea.kiser@bourbon.kyschools.us](mailto:andrea.kiser@bourbon.kyschools.us) or (859)987-2180 ext. 1124**

Bourbon County Board of Education  
Insurance Agent of Record

Request for Proposal

Bourbon County Board of Education ("the Board") will receive sealed proposals until the time and date shown on the cover page. Delays in delivery cannot be waived, regardless of the cause. Mail or deliver proposal to:

**BOURBON COUNTY BOARD OF EDUCATION**  
**3343 Lexington Rd.**

**Paris, KY 40361** Proposals should be marked on the outside in the lower left hand corner as follows:  
**"Proposal-Insurance Agent of Record".**

Proposals will not be publicly opened and read and will not be available for public review until the committee has had an opportunity to deliberate, seek additional information and conduct initial interviews. Initial interviews will be given to the two most qualified agents. It is also contemplated that the committee will make recommendations as to one or more potential agents of record for further deliberation by the Board. Only upon final selection shall matters become available for public review upon the contract or contracts being awarded. The committee may or may not use a rubric to determine the recommendation to the board.

The District requests proposals from qualified insurance brokers to assist the District with marketing, placement and servicing the District's insurance policies for the **2020-2021** school year including:

- **Workers Compensation**
- **Property & Liability (Fleet, General and Educators Legal Liability, Property, Auto, Umbrella, Cyber Security)**
- **Student Accident**

**The Board intends to contract for insurance agent services including, but not limited to, brokerage and insurance marketing, account management and risk management support services for each of the above-referenced types of coverage.**

The contract will be for **three years with the option of renewal for up to two (2) additional one-year terms** on a year-to-year basis at the mutual agreement of both parties. It is the District's intent to select the best apparent qualified company or companies to provide these services.

The Board reserves the right to determine, in its sole and absolute discretion, whether any aspect of the submitted proposal meets the established criteria, the further right to seek additional information or clarification from any proposing agent, the right to negotiate with any proposing agent, the unfettered right to reject any and all proposal with or without cause, and the right to cancel and/or amend, in part or in its entirety, the proposal.

Upon selection as the insurance agent(s) said agent shall submit all required documentation to carries on behalf of the Board to obtain coverage and premium quotes. The insurance agent(s) agrees to submit the Board's information to all carriers that the agent is designated as the Board's agent of record. The insurance agent(s) will negotiate with underwriter on behalf of the Board and will submit either a quote or declination letter to the Board from each carrier contacted. Failure to do so may result in immediate termination of the agent of record designation and may void any quotes the insurance agent has already received and/or submitted, thereby giving an opportunity for the newly designated agent of record to obtain a quote.

There are no warranties or representation by the Board set forth in this Request and neither the Board nor its employees, agents or consultants shall be liable to any person for any statement set forth herein. The Board reserves the right to reject or refuse any and all proposals submitted herein and shall be free to accept the proposal or proposals it deems in its absolute and unfettered right, the most advantageous.

Upon being awarded the agent(s) of record, the agent must comply with all applicable state and federal employment, non-discrimination,

The Broker must have and be able to provide documentation for all applicable local, state and federal licensing. Broker experience and qualifications are major factors in the selection process. During the life of the contract, broker must ensure that qualified, experienced personnel service the contract. Broker experience with Kentucky public schools will be a key consideration.

Format of the proposal shall adhere to the following:

- Cover page with broker's name, address, and telephone numbers.
- Introductory letter from the broker's principal summarizing experience.
- Firm's background, history, and staff.
- List of risk management services that can be provided to the District.
- Detail of claims processing procedures.
- Mandatory Responses to Questions (as follows).

## Mandatory Responses to Questions

Responses to the following questions are mandatory. You may respond to the questions below (and attach any necessary additional pages) or you may respond within your proposal. If you choose to respond within your proposal, you must have a section of your proposal clearly identified as "**Mandatory Responses to Questions**" and questions must be numbered and retyped exactly as below.

Your Firm's Name: \_\_\_\_\_ Preparer's Signature: \_\_\_\_\_

**1. What lines of insurance are you interested in serving as the District's agent of record?**

\_\_\_ Workers Compensation \_\_\_\_\_ Property & Liability \_\_\_\_\_ Student Accident

**2. For each line of insurance specified in #1, identify all Kentucky-licensed insurance carriers that you can directly access. (List only those that provide coverage for Kentucky public schools.)**

**3. Provide a complete list of your Kentucky public school district clients for each carrier listed in #2. (Identify the line of insurance.)**

**4. Agent of record services must be provided at no charge. What additional services will you provide at no charge?**

**5. What additional services will you provide for a charge? What is the charge?**

# Submit seven (7) copies of the Proposal