



**REQUEST FOR PROPOSAL
REINSURANCE AND INSURANCE SERVICES**

RFP #19-002

I. INTRODUCTION

Washington Schools Risk Management Pool (WSRMP) is seeking proposals from qualified firms (Firm) to provide reinsurance and insurance services including, but not limited to, reinsurance strategy, reinsurance placement, general insurance placement, special coverage placement including flood and earthquake, analytics, risk management consultation, and training. The selected Firm will be engaged for a period of three (3) years with an option for two (2) additional single year terms, commencing September 1, 2019. *This RFP is not an authorization to approach the insurance marketplace on behalf of WSRMP. Firms failing to comply with this condition will be disqualified.*

WSRMP protects ninety (92) school districts in the State of Washington with a student population of more than 560,000, building and contents values exceeding \$24 billion (5,000+ structures), and over 5,000 autos and buses. We self-administer our own claims, provide risk control services, and underwrite. Our coverage agreement is specific to WSRMP and is a non-ISO form.

WSRMP reserves the right to reject any and all proposals, to waive any informality and to negotiate with the selected Firm prior to entering into any agreement. An accepted proposal becomes a contractual obligation of the Firm. Failure of the Firm to accept any of these obligations will result in the immediate cancellation of the agreement.

Proposals shall be submitted in writing and received in the WSRMP office by 5:00 p.m., **Monday, July 8, 2019**. Proposals received after the deadline will be disqualified. Proposals may be mailed, delivered or emailed to the addresses below:

Charles Upchurch, Deputy Executive Director
Washington Schools Risk Management Pool
320 Andover Park E #280, Tukwila, WA 98188

Mailing address: PO Box 88700
Tukwila, WA 98138

Email: cupchurch@wsrmp.com

Data and documentation included in the proposal become the property of WSRMP and will become public information upon opening the proposals.

If you have questions regarding this request for proposal or desire other information that WSRMP agrees should be provided, please call (206-394-9724) or e-mail the contact listed above.

II. MINIMUM QUALIFICATIONS

In order to be considered, Firms must meet the following qualifications:

1. Ten (10) years in business as a licensed broker/agency with qualified principals or account executives with a minimum of ten (10) years of experience placing reinsurance for public entity pools.
2. An account representative with a minimum of five (5) years of public entity risk pooling experience to handle the administrative insurance needs of WSRMP.
3. A proven track record in administering or servicing public entity risk pools. Annual premium volume in excess of \$10,000,000 representing public entity pools.
4. Firm shall not directly represent any public school district in Washington State.
5. Firm must be bonded and carry appropriate commercial insurance coverage including \$5,000,000 limits of professional errors and omissions insurance.

III. ANNUAL FEE

1. Firm shall provide a schedule indicating the broker fee for the Scope of Work for each year of the three (3) year period of the contract. Fees for any additional annual terms will be negotiated. Identify all services for which an additional charge would be made. WSRMP requires the Firm to provide all reinsurance and insurance placement premiums net of commission to WSRMP. The annual fee is the only compensation to be paid under the services agreement.
2. Firm may be compensated by commission for placement of any ancillary insurance for individual members of WSRMP. Firm will provide an annual statement of ancillary commissions derived from WSRMP members.
3. Firm will disclose all income derived as a direct result of the WSRMP account.

IV. SCOPE OF WORK – SERVICES REQUIRED

If selected, Firm will agree by written contract to provide the following services:

1. Firm will assist WSRMP in designing the most cost-effective risk-financing program for member property and liability exposures, including the review of retention levels and insurance limits.
2. Firm will report to WSRMP no later than April 15 of each year of Firm's best guesstimate of reinsurance renewal premiums for the next fiscal year beginning each September 1.

3. Firm will report to WSRMP no later than January 15 of each year an analysis of reinsurance market conditions and recommendations for renewal at the next fiscal year being September 1. Firm may be called to make a presentation to the WSRMP Board at each April Board meeting and June Board Meeting.
4. Firm shall prepare renewal specifications for review by WSRMP. Firm shall prepare a summary comparing last year's coverage with impending renewal proposals, identifying any differences.
5. Firm shall verify accuracy and adequacy of excess/reinsurance contracts, endorsements and invoices.
6. Firm shall assign a commercial insurance licensed representative to secure any ancillary insurance required by WSRMP members, including special events, underground storage tanks, National Flood Insurance, foreign travel liability, marine, builder's risk, and other miscellaneous insurance. Firm shall facilitate procuring fidelity, performance, notary and other statutory bonds.
7. Firm will assist WSRMP in identifying and evaluating existing and emerging exposures of risk.
8. Firm will partner with WSRMP claims staff as an advocate in presenting Pool claims to excess/reinsurance companies as requested. Firm will provide technical assistance, as requested, on WSRMP and member claims.
9. Firm shall maintain written records including records of marketing packages, policies, premiums, audits, loss data and any other pertinent information affecting coverage placed by the Firm.
10. WSRMP reserves the right to secure services from a reinsurance intermediary or to place reinsurance on a direct basis if the Firm is unable to facilitate adequate or necessary reinsurance placement.
11. Firm shall be available upon reasonable notice to meet with WSRMP's members, boards, committees and staff as necessary at Firm's expense, but not less than twice per year.
12. Firm will arrange annual in-person meetings with reinsurance underwriters to review reinsurance strategy and placement.
13. Firm will provide any other related services deemed appropriate by WSRMP.

V. SELECTION PROCESS

RFP distribution.....	June 6, 2019
Deadline for receipt of proposals.....	July 8, 2019
Interviews.....	July 22 and July 25, 2109
Finalist selection.....	August 2, 2019
Contract term starts.....	September 1, 2019

VI. PROPOSAL FORMAT

Proposals shall include:

1. Resume of Primary Account Executive responsible for this account.
2. Names of public entity pools with number of years directly served by the Account Executive.
3. References (Name, phone and email address) from at least three (3) Public Entity Pools.
4. Names of any public school districts in WA State directly handled by Firm and/or handled by another office of same parent firm.
5. Certificate of Insurance evidencing \$5 million per occurrence errors & omissions coverage for the Firm.
6. One (1) page narrative describing how the Firm will administer the Scope of Work.
7. Fee for Scope of Work for a three (3) year term.

VII. NON-COMPETE CLAUSE

Firm must obtain prior approval from WSRMP before conducting business with any public school district or educational service district in Washington State outside of work performed through WSRMP and its members.

VIII. OTHER TERMS AND CONDITIONS

WSRMP reserves the right to change the RFP schedule, and/or recall or reissue the RFP. Prior to the execution of an agreement, WSRMP reserves the right to reject any or all proposals at any time, with no penalty, and without divulging the reasons for which the submittals were rejected or accepted.

Firms are responsible for all errors or omissions in their proposals, and any such error or omission will not serve to diminish their obligation to WSRMP.

The Firm must certify that all statements contained in the proposal submitted are accurate and valid. The Firm's proposal, insofar as it is not inconsistent herewith, will be incorporated into the final agreement by reference.

WSRMP cannot be responsible for any proprietary information contained in the firm's proposal disclosed under the State Public Disclosure law.