



**SOLICITATION FOR REQUEST
FOR QUALIFICATIONS (RFQ's)
FAIR & OPEN PROCESS**

Date: 11-21-16 **Department** Business Adm.

1. Service (detailed description): Insurance Broker of Record for Health Services
2. Estimated amount for this project: \$ _____
3. AMOUNT BUDGETED FOR THIS RFP: \$ _____
4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)
 YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. _____ Account No. _____

5. Check here if:
 Federal Funds State Funds
 UEZ Funds Davis Bacon Requirements
(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date you want to receive proposals by: December 27, 2016

7. Special conditions or instructions: _____

Attachments:

- Technical Requirements
- List of vendors

Send copies to:
 Purchasing Division
 Business Administration

A. GENERAL DESCRIPTION OF SERVICES TO BE PERFORMED

1. Ongoing coverage reviews and service for health benefit plans;
2. Risk management relating to the purchase of insurance versus self-insurance;
3. Procurement of premium quotations and policy audits when necessary;
4. Issuance of insurance certificates and contracts and review of same through carriers;
5. Evaluate other operations and project initiatives to determine best method and coverage parameters;

B. QUALIFICATIONS

Firms shall submit the Qualifications of their firm in conducting Insurance Broker of Record as required above. At a minimum the Qualifications shall include:

1. Full name and business address.
2. A description of the firm including the size of the firm, the number of licensed professionals employed by the firm, and resumes of key individuals who will perform the work.
3. Affiliations or memberships in any professional societies or organizations with an indication as to offices held therein.
4. A listing of any special accreditations held by the firm or employees thereof.
5. A description of the business organization (i.e., corporation, partnership, etc.) of each firm, its ownership and its organizational structure.
6. The number of years your organization has been in business under its present name.
7. The number of years the business organization has been under current management.
8. At least 10 public entities as current customers.
9. Any judgments, claims or suits pending or outstanding against company, with explanations.
10. Whether the business organization is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years, with explanation.
11. Copies of up to date state licenses for the coverages to be provided.