



***City of Stuart***  
***Request for Proposal (RFP)***  
***Competitive Insurance Bid***



## **About The Request for Proposal (RFP):**

The City of Stuart is currently insured for its property, casualty, and worker's compensation insurance with EMC Insurance's program through the Iowa Association of Municipal Utilities (IAMU). The agent on the City of Stuart policy is United Risk Services (URS), located in Stuart. The City is seeking a local agency to work with outside insurance companies and provide a competing bid to what is offered by URS and EMC. The questions contained in this RFP will help our committee determine which local agency we will allow to go to the insurance marketplace to seek alternative coverage options for the City of Stuart that will compete with URS and EMC at the renewal of the policies, which takes place on 4/1/24.

Agency's who submit a bid should have the ability to exhibit the following:

- Assemble a team, represented locally to the city with team members who live and work in the community, that the City would be able to work with should their end bid be accepted at renewal.
  - While the City prefers the agent to have a physical office and presence within Stuart, it is not a requirement to bid.
- Identify insurance markets with the capability and expertise to insure a City in the State of Iowa
  - For reference, the city has identified the Iowa Communities Assurance Pool (ICAP) as a likely competitor to EMC's program. We are not limiting options exclusively to ICAP, should you present a more compelling market.
- Ensure appropriate procedures and guidelines are in place to eliminate any actual or potential conflicts of interest during this RFP.
- Confirm coverage that would be offered would not reduce what is offered by the EMC / IAMU program (offered to us through United Risk Services)
- Have the expertise to guide a city through insurance purchasing, claims handling and other day to day work of insuring an account of our size and complexity.



## RFP Timeline:

Activity	Target Date
1) RFP Published and/or Sent Out to Qualified Agencies	1/25/2024
2) RFP Packets / Policies / Loss Runs & Any Other Information Needed To Quote Available for Distribution	01/25/2024 - 2/29/2024
3) Competitive Proposals To Be Received At City Hall	12:00 (Noon) 3/1/2024
4) Approval Of An Insurance Program at City Council Meeting	3/11/2024

## RFP Information Requested:

The City of Stuart (known here as ‘The Requesting Party’) reserves the right to reject any or all proposals or parts thereof, to waive informalities and to enter into such contract or contracts as shall be deemed in the best interests of The Requesting Party in accordance with Iowa law.

At the conclusion of the selection process the contents of the proposals will be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the proposer. If confidentiality is challenged by any party, The Requesting Party will notify the proposer and the proposer will have ten (10) business days to seek judicial protection of the information, at proposer's exclusive cost. If the proposer does not timely bring such an action, the material will be released to public inspection. The contents of the proposal and any classifications thereto submitted by the successful bidder may become part of the contractual obligation and incorporated by reference into any future awarded contract of engagement. All proposals become the property of The Requesting Party and will not be returned to the bidder.

The terms and conditions of the Request for Proposal will be in accordance with the laws of Iowa. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interest of The Requesting Party.

The Requesting Party reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the proposal, request additional information from any firm, reject any or all proposals, or waive any irregularities in the proposal which do not interfere with or impede The Requesting Party’s decision making process. The Requesting Party also reserves the right to not select a competing broker, should they deem the service



and/or expertise would not serve the Requesting Party to the extent the current broker does with the EMC/IAMU program. The Requesting Party further reserves the right to renew with the current agent (URS) and the current program (EMC/IAMU) at the conclusion of this process, should their incumbent offer be in the best interest of The Requesting Party. This will be in accordance with both the competing agent and the incumbent agent providing their final bid and those bids being reviewed at the city council meeting. Those applicable dates are listed above.

## **Overview:**

***An acceptable and complete response to this request for proposal should include the following information. All responses should be provided via a hard copy, in a sealed envelope, addressed to City Administrator Ashraf Ashour on or before 12:00 pm (Noon) on March 1<sup>st</sup>, 2024 (3/1/2024.)***

- 1) Provide a brief history and description of your firm. This includes the size (number of employees and/or revenues) and areas of specialization. Provide specific information for the office that would handle the account.
- 2) Provide the names, titles and experience of each individual that would be assigned to work on the account. This should include account executives, marketing personnel, technical representatives, and others that would be actively involved. Include resumes highlighting specific experience and expertise in the public entity industry. Identify the individual within your firm who would have overall responsibility and identify the office in which each account member is located.
- 3) Provide the names, addresses, and telephone numbers of at least three, but no more than five, clients handled by your firm. For all references provided, list the major lines of insurance currently being handled and the length of time you have handled them. References of other Public Entity's would be helpful.



- 4) Provide information on any litigation, arbitration, mediation, administrative proceeding, or other dispute resolution method in which the firm was a party in any matter related to the professional activities of the firm during the five years prior to the date of this RFP. Please also include any pending litigation, arbitration, mediation, administrative proceedings or other dispute resolutions that are anticipated.
- 5) What do you believe to be your firm's strengths, weaknesses, and opportunities relative to your competitors?
- 6) What value-added services can your firm offer The City of Stuart beyond the placement of insurance? Please provide specific examples of how you have done this for other clients.
- 7) Please provide the following information:
  - a. How many public entities (cities, counties, school districts) does your team work with?
  - b. Which insurance markets do you utilize to provide coverage?
  - c. What is your volume of premium and/or clients with each market?
- 8) Please explain your process for insurance renewals (timeline, communication style, etc) and how you provide coverage guidance to clients?
- 9) Please provide any other information you think is applicable or relevant.