

**Request for Proposal (RFP) for Municipal Insurance Broker Services
(3 pages)**

Introduction:

The Town of Plattsburgh hereinafter referred to as the "Client," is seeking proposals from qualified and experienced insurance brokerage firms to provide comprehensive insurance brokerage services. The selected firm will act as the municipality's insurance broker to manage and optimize its insurance portfolio effectively. [Packet total of 3 pages]

Background:

The Client is a municipal government entity responsible for providing essential services to its residents. As part of its risk management strategy, the Client seeks to engage a reputable insurance broker to ensure adequate coverage, risk assessment, and cost-effective insurance solutions while interfacing with NYMIR, Workers Compensation, PERMA.

Scope of Services:

The selected insurance broker will be responsible for, but not limited to, the following services:

- Conducting a comprehensive review of the Client's existing insurance policies and coverage.
- Advising on appropriate insurance coverage based on the municipality's needs and risk profile.
- Soliciting competitive bids from insurance carriers and negotiating terms and pricing on behalf of the Client.
- Providing risk management consulting services to mitigate potential liabilities.
- Assisting in claims management and advocacy during the claims process.
- Regularly reviewing and updating the Client on industry trends, regulatory changes, and emerging risks.
- Offering guidance and support in developing and implementing loss prevention strategies.
- Providing timely reports and updates to the Client's management and relevant stakeholders.

Proposal Submission Requirements:

Interested insurance brokerage firms are required to submit the following documents:

- Company profile detailing the firm's experience, expertise, and qualifications in providing insurance brokerage services to municipal clients.
- Description of the proposed approach and methodology for addressing the Client's needs and objectives.
- List of key personnel who will be dedicated to servicing the Client's account, along with their qualifications and experience.

- References from current or past municipal clients.
- Fee structure, including any commission rates, service fees, or other charges.

Qualifications:

The municipality seeks proposals from that meet the following criteria:

- Licensed and authorized to conduct insurance brokerage services in the Town of Plattsburgh.
- Demonstrated experience in providing insurance brokerage services to municipal entities or similar organizations.
- Knowledgeable about the insurance marketplace and trends.
- Demonstrated experience interfacing with NYMIR, Workers Compensation, PERMA or the like.
- Ability to provide responsive and attentive customer service to the municipality
- Financial stability and a proven track record of effectively managing insurance programs.
- Compliance with all relevant laws, regulations, and industry standards.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and expertise in providing insurance brokerage services to municipal clients.
- Qualifications and experience of key personnel assigned to the account.
- Proposed approach and methodology for addressing the Client's needs.
- Quality of references and track record of client satisfaction.
- Cost-effectiveness of the proposed fee structure.

Selection Process:

- Following the submission deadline, proposals will be reviewed and evaluated by a selection committee appointed by the municipality. Shortlisted agencies may be invited to participate in interviews or presentations to further assess their capabilities. The municipality reserves the right to negotiate terms and conditions with the selected agency before finalizing an agreement.

Proposal Submission Deadline:

All proposals must be submitted in hard copy no later than **Friday, April 12th by Noon** to the following contact:

C/O Katie Kalluche, Town Clerk
151 Banker Road

Plattsburgh, NY 12901
518-562-6830

A coversheet is required to accompany RFP submittal.

Including a Signature Block for Authorized Representative of the Proposing Firm

Name - Title - Contact – Date

Timeline:

- Proposal Submission Deadline: Friday, April 12th by Noon
- Tentative Selection: Thursday, May 9th
- Commencement of Services: *Enrollment Period* for Jan. 1, 2025

Additional Information:

- The Client reserves the right to reject any or all proposals received, waive any irregularities, or cancel the RFP process at any time.
- Submission of a proposal implies acceptance of the terms and conditions outlined in this RFP document.
- All costs associated with the preparation and submission of proposals shall be borne by the proposing firms.

Acceptance of Terms:

By submitting a proposal, the proposing firm acknowledges and agrees to comply with all terms and conditions outlined in this RFP document.

Confidentiality:

All information provided in response to this RFP will be treated as confidential by the municipality and used solely for the purpose of evaluating proposals.

Contact Information:

Michael S. Cashman
Plattsburgh Town Supervisor
518-562-6813

Conclusion:

The municipality looks forward to receiving proposals from qualified insurance agencies and selecting a partner that will help us provide excellent insurance benefits to our employees. We appreciate your interest and participation in this process.