

**PARKLAND COLLEGE DISTRICT #505
REQUEST FOR QUALIFICATIONS (RFQ)
INSURANCE BROKERAGE SERVICES**

INTRODUCTION:

Parkland College District #505 (Parkland College) seeks proposals from qualified brokers to provide a full range of insurance related services including, but not necessarily limited to: property, general liability, school & educators legal liability, workers' compensation, crime, cyber liability, student professional liability, treasurer's bond, and aviation (liability and hull). Only brokers licensed in the State of Illinois will be considered for selection. These services should support Parkland College's risk management goal to provide comprehensive coverage at the least possible cost.

KEY DATES:

RFQ Issued:	March 1, 2019
Responses Due:	April 1, 2019
Decision:	April 17, 2019
Implementation:	July 1, 2019

PROPOSAL SUBMISSION GUIDELINES:

Responses to the RFQ must be in accordance with the terms and conditions outlined in this document.

Three (3) written, sealed responses must be received by Monday, April 1, 2019 5:00PM Central Time. Only original, sealed, hard copy proposals will be accepted (NO faxed, e-mailed, texted, etc.). They must be delivered in-person or by a generally accepted delivery service, such as United States Postal Service.

Parkland College is not responsible for misdelivered, lost, or delayed responses.

Responses should be delivered to:

**Christopher Randles, CPA
Vice-President Administrative Services/CFO
Parkland College District #505
2400 West Bradley Avenue
U331
Champaign, IL 61821 USA
217-351-2513
crandles@parkland.edu (questions only)**

Any questions or clarifications should be submitted in writing and mailed or e-mailed to Mr. Randles prior to the proposal deadline. All discussion about this RFQ should only be with the Vice-President Administrative Services/CFO. It is the sole responsibility of the respondent to gather sufficient information to make a qualified proposal.

SELECTION AND CONTRACT AWARD:

The evaluation process will be performed by a Parkland College committee and a recommendation will be made to the Parkland College Board of Trustees for approval. The written proposal and formal presentation/interview (if needed) will be the basis for the committee's recommendation. Your response should be complete and specific in every detail.

If the proposer has a draft of the terms and conditions it wants considered, it should be submitted as part of the formal, written response.

After written responses have been made, Parkland College's selection committee may select firms to make a formal presentation. Following review of the written proposal and formal presentations (if needed), Parkland College's selection committee may:

1. Reject any or all proposals.
2. Issue subsequent RFQ's.
3. Cancel the RFQ.
4. Negotiate with any, all, or none of the proposers.
5. Award a contract to or enter into an agreement with one or more of the proposers.
6. Accept the written proposal as an offer, without negotiation, and issue a notice to proceed.

This RFQ does not commit Parkland College to negotiate a contract, enter into an agreement, nor obligate it to pay for any costs incurred in the preparation or submission of any proposal or in anticipation of a contract or agreement. Parkland College reserves the right to accept or reject any and all statements of qualifications or to waive technicalities, or to accept any item of any request for qualification. Nothing in this document shall require, nor implies that Parkland College will proceed with obtaining services of a submitting agent, broker, or firm.

QUALIFICATION REQUIREMENTS:

Parkland College will enter into an agreement and/or award a contract to the firm that, in its opinion, is most capable of performing services described in this RFQ. To be considered for the work, proposers must demonstrate abilities as further described in this document. The successful candidate must have the following qualifications (not necessarily in order of significance):

1. Adequate financial and personnel resources to ensure that all requested services are provided in a timely manner.
2. Experienced, client service-focused personnel to ensure quality service.
3. Excellent client references, preferably in higher education, K-12, park districts, municipalities, mass transit, local units of government and non-profits within Parkland College's geographic boundaries.
4. A network of offices, affiliates, and resources to ensure timely, thorough services. Preference will be given to brokers with a physical location within Parkland College's geographic boundaries.
5. Respond to RFQ completely as prescribed and on time.

CRITERIA FOR EVALUATION & SELECTION:

Your ability to provide understandable, well-organized information will be reflected in the written proposal. It should be accompanied by a letter of interest that identifies the firm, provides the name of the principal contact, is signed by an officer of the firm, and briefly summarizes the proposal.

The RFQ response should be organized to clearly address the following criteria which, among others, will be used in the committee's evaluation for qualifications. To be considered for selection, firms must submit the following items:

1. Qualifications of broker and staff.
 - a. General information of your agency including years in business, size of firm, and location of personnel intended to directly serve Parkland College.
 - b. Experience with higher education universities and/or colleges, preferably in the State of Illinois.
 - c. Experience with K-12, park districts, municipalities, mass transit, local units of government and non-profits, preferably within Parkland College's geographic boundaries.
 - d. Necessary resources including facilities, network/affiliates, and experienced staff.
 - i. Resumes of key staff that will be assigned to the Parkland College account.
2. Client recommendations/references from at least three (3) clients, preferably that demonstrate the firm's qualifications noted in 1.b. and 1.c. above.
3. Provide a complete description of the scope of work proposed, including your firm's responsibility and the services to be performed. The selected firm will be required to perform the following services at a minimum:
 - a. Action plan to process Parkland College's July 1, 2019 renewals.
 - b. Act as Parkland College's agent in obtaining the required insurance coverages at the least possible cost for Parkland College.
 - c. Periodically review Parkland College's coverages to ensure that they are adequate.
 - d. Periodically review Parkland College's deductibles and other risk financing mechanisms to ensure it is cost-effective both in terms of premiums and experience.
 - e. Recommend, when appropriate, changes in coverage.
 - f. Suggest conceptual changes to Parkland College's risk management strategy whenever deemed necessary.
 - g. Support the relationship of Parkland College with carriers and ensure delivery of the best possible service from the markets.
 - h. Propose solutions to Parkland College's exposures at any time considered appropriate.
4. Provide a list of relevant markets you have access to, in order of preference.
5. Provide overall volume of higher education insurance placed for your primary markets.
6. Provide overall volume of K-12, park districts, municipalities, mass transit, local units of government and non-profits, preferably within Parkland College's geographic boundaries, placed.
7. Examples of any value added services the firm has a history of providing.
8. Address how the firm would balance responsibilities to both the insurer and Parkland College.
9. A copy of the firm's certification with the Illinois Department of Insurance.
10. Copy of the firm's certificate of insurance showing general liability, employer's liability, workers' compensation, and errors & omissions coverage.

11. A listing and brief description of all legal action for the past two (2) years in which the firm or its agents has been: a debtor in bankruptcy; or a defendant in a lawsuit for deficient performance under a contract; or a defendant in any criminal action.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business? Yes ____ No ____

This request for Qualifications is not an authorization to approach the insurance marketplace or service agencies on behalf of Parkland College District #505. Parkland College specifically directs that no contact or solicitation of insurance markets, or market reservation, be made on behalf of the College.