

Request for Qualifications

By the

Diamondhead Water and Sewer District

For

Insurance Brokerage Services

Issued: October 11, 2018

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

The Diamondhead Water and Sewer District is requesting sealed submittals for Insurance Brokerage Services. Insurance Broker(s) selected will provide professional insurance services for the following:

Commercial Liability:

- General Liability
- Automobile
- Property
- Wind/Hail
- Flood
- Worker's Compensation
- Crime (Theft & Forger)
- Directors & Officers
- Network & Data Breach (Cyber Liability)
- Rental Contents Coverage

Employee Insurance:

- Medical
- Dental
- Vision
- Life
- AD&D
- Short Term Disability
- Long Term Disability

Submittals will be received by Toni F. Wilson, DWSD Comptroller, at the office of the Diamondhead Water and Sewer District, 4425 Park Ten Drive, Diamondhead, MS 39525 until November 7, 2018 at 10:00am. The final decision by the Board of Commissioners is expected to be made at the regularly scheduled meeting on November 8, 2018.

In order to be considered, six (6) copies of each submittal, plus one(1) electronic version must be included in each envelope.

Submittal requirements are available from the Diamondhead Water and Sewer District website www.dwsd.us or requested via email to twilson@dwsd.us.

All submissions are required to comply with all applicable local, state, and federal laws and regulations.

Diamondhead Water & Sewer District reserves the right to review and evaluate submittals and the right to reject any submittal which does not comply with the instructions in this request and reserves the right to waive any and all formality in the best interest of the Diamondhead Water and Sewer District.

David Carden
General Manager

Advertise: 10/17/18, 10/20/18

TABLE OF CONTENTS

Legal Notice.....	2
Introduction.....	4
Scope of Services.....	4
Instructions to Submit.....	4
RFQ Questionnaire.....	6
Submittal Evaluation.....	8

INTRODUCTION

The Diamondhead Water and Sewer District (DWSD) is requesting qualification submittals for Insurance Brokerage Services. The objective of this RFQ is to obtain services of a brokerage firm to assist DWSD in implementing the most comprehensive and cost-effective insurance program. DWSD is seeking a qualified broker with the experience and expertise necessary to procure, maintain and service an insurance program.

SCOPE OF SERVICES

The primary service to be rendered by the selected broker is to assist DWSD in procuring, maintaining, and servicing all insurance needs as identified in the Legal Notice for coverages from qualified carriers at competitive levels of premium. The Board reserves the right to award the Insurance Broker based purely on qualification.

To accomplish this task the broker will be expected to:

Work with and be responsive to DWSD and their administration to develop and implement a strategy to generate and maintain competitive interest in DWSD insurance coverages from the available markets;

Solicit and provide DWSD with competitive coverage options and alternatives from qualified carriers that can underwrite to the overall agreed upon specifications for coverage;

Serve as liaison between DWSD and the selected insurance carriers, keeping DWSD fully apprised of any and all matters that materially impact the coverages;

Advise and consult with DWSD on any actual or proposed risk management issues that could impact insurance coverages, their cost and/or marketing thereof, including but not limited to property risk engineering/loss prevention and property claims advocacy services;

INSTRUCTIONS

Qualification submittals will be received at the office of the DWSD until November 7, 2018 at 10:00am.

Six (6) copies and one (1) electronic version shall be delivered to:

DWSD Administrative Offices
ATTN: Toni F. Wilson, DWSD Comptroller
4425 Park Ten Drive, Diamondhead, MS 39525

Toni F. Wilson, DWSD Comptroller is the primary contact for this RFQ. All communications regarding this RFQ process should be referred IN WRITING by email twilson@dwsd.us . With the exception of the actual submittal, it is requested that email be used in submitting questions, responding to information requests and all other related communication in order to expedite responses.

A broker may withdraw a submittal by sending a written request to Toni F. Wilson, DWSD Comptroller for its withdrawal signed by the broker. DWSD shall not accept any amendments, revisions, or alterations to submittals after the due date unless formally requested by DWSD.

All documentation submitted in response to this RFQ and any subsequent requests for information pertaining to this RFQ shall become the property of DWSD and will not be returned to the broker.

All costs incurred by the broker in preparing and delivering their submittal, making on- site presentations, and any subsequent time and travel to meet with DWSD regarding the proposal shall be borne by the broker.

RFQ QUESTIONNAIRE

In preparing your written response to any RFQ questions, repeat each question or requirement followed by your response. Please provide complete answers and explain all issues in a concise, direct manner.

DWSD will use the information contained in your submittal to determine whether you will be selected for consideration.

It is the broker's sole responsibility to submit information relative to the evaluation of its submittal and DWSD is under no obligation to solicit such information if it is not included with the broker's submittal. Failure of the broker to submit such information in a manner that is easily located and understood may have an adverse impact on the evaluation of the broker's submittal.

FAILURE TO PROVIDE ALL OF THE REQUESTED INFORMATION HEREIN MAY RESULT IN DISQUALIFICATION OF YOUR SUBMITTAL.

1. Provide a full explanation of how policies are “shopped for”, including number of available carriers in the water & sewer insurance industry, as well as, any additional methods used to pursue the best coverages for your clients and what key areas are pursued for clients like DWSD.

2. Describe your claims advocacy and claims consulting services and how such services will be deployed in the event of a large loss or large natural catastrophe. Describe how your claims personnel interface with your day-to-day service team as well as with the insurers and FEMA on a pre-loss and post-loss basis in order to expedite the claims (FEMA and Insurance) recovery process and maximize potential claim recoveries.

3. Provide your loss prevention resources and how they will be deployed to prevent claims. Describe how your loss control personnel and services interface with your day-to-day service team as well as with the insurers.

4. Provide a list and details of all services you will provide and a timeline in which these services can be deployed.

5. State the full name and home office address of your organization. Describe your organizational structure (e.g., publicly held corporation, private non-profit, partnership, etc.). If it is incorporated, include the state in which it is incorporated. Indicate your company's average number of employees for calendar year 2018.

6. List the name and occupation of those individuals serving on your organization's board of directors and list the name of any entity or person owning 10% or more of your organization.

7. List the name, title, mailing address, telephone number and email address of the contact person for this RFQ response.

8. How old is your organization and how long has it been providing services to organizations of the size and scope of DWSD?

9. List the office that will service this account. Provide the complete address, phone number, primary contact person and email address for that person, along with the general functions of the office and number of full time employees.

10. Provide a brief resume for each professional staff person that will be assigned to render services to DWSD, including detailed information on professional designations and years of related experience, as well as any special training or qualifications.

11. REFERENCES –Municipal if possible, list three clients for whom your agency is providing (or has provided) "services" similar to those requested in this RFQ. These references must include clients who have property and employee benefit coverages. For each client, specify the type of work performed by your firm, the size of the client, and the period of time retained as a client. For each reference, list the name, title, address, phone number and email address of a contact person.

12. Has your firm ever been involved in a lawsuit involving any area covered by this RFQ? If yes, provide details including dates and outcomes.

13. During the past five (5) years has your firm, related entities, principals or officers ever been a party in any material civil or criminal litigation whether directly related to this RFQ or not? If so, provide details including dates and outcomes.

14. State if you currently provide any services, directly or indirectly, to DWSD or any of its Commissioners, Employees, or Consultants. If your firm currently provides services to any of the above provide a full description of services provided.

15. Broker must be appropriately licensed in the state of Mississippi and/or have legal authority to render the proposed services. Provide a copy of pertinent license, certificate of appointment or other such documentation to demonstrate qualifications.

SUBMITTAL EVALUATION

Brokers whose RFQ responses are received by the deadline, and meet the requirements will be evaluated further. The following areas of consideration will be used in the RFQ evaluation:

A. Experience and Qualifications - the extent, degree, and context of the broker's previous experience in providing such "services" for programs of similar size and/or complexity as DWSD.

B. Questionnaire Responsiveness - the quality and completeness of responses to the questionnaire and other information requests in this RFQ, including compliance with any subsequent information requests.

C. References - will be contacted at the DWSD's discretion in order to verify an acceptable level of performance, customer satisfaction, and a track record of providing "services" for programs of similar size and/or complexity as the DWSD's insurance program.

D. License in MS and Internal Organization (account team structure).