

PENNSBURY SCHOOL DISTRICT

134 Yardley Avenue
Fallsington PA 19054

REQUEST FOR PROPOSALS #2425-061

COMPREHENSIVE BROKERAGE & RISK MANAGEMENT SERVICES

**Issuance Date: April 19, 2024
Submission Date: May 10, 2024**

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I. PROCEDURES FOR PROPOSAL, TIMELINE AND CONFIDENTIALITY AGREEMENT

The purpose of this document is to invite participants to present a conceptual proposal to become the broker of record for the insurance program effective July 1, 2025. The broker appointed will have full responsibility of implementing, servicing and marketing the program(s) selected. Insurance coverage for this request includes:

Property
Commercial General Liability
Crime
Automobile
Educators' Legal Liability/School Board Errors and Omissions Liability
Umbrella Liability
Boiler and Machinery
Cyber Liability

This is a Request for Conceptual Proposal only - **No direct contact with markets is authorized or warranted to complete this conceptual RFP.**

- A. Due Date: Proposals must be received by 3:00 p.m. on May 10, 2024.
- B. Copies: Five (5) complete copies of the proposal are to be sent or delivered ONLY to the following party. Include one copy on a memory stick. If information is sent to other parties, your firm will be disqualified:

Chris Berdnik, CFO
Pennsbury School District
134 Yardley Avenue
Fallsingto, PA 19054

- C. Duration of Appointment: It is the intent of the Pennsbury School District to establish an ongoing broker relationship for an indefinite period of time. However, the broker of record assignment may be canceled at any time by either party, with thirty (30) days written notice. A new broker selection process may occur at any time as deemed appropriate by the Pennsbury School District. The new broker selection may be for the same or different scope of services.
- D. General Conditions:

1. Proposals submitted shall impose no liability or obligations on the Pennsbury School District who specifically reserves the right to request future proposals at its sole discretion.
2. The invitee, by submitting its' proposal for broker selection, agrees that any cost incurred by the invitee in responding to this request, or in support of activities associated with this request, will be assumed by them.
3. The selected consultant/ broker must submit copies of the following items:
 - a. Evidence of Errors & Omissions Coverage

II. DESCRIPTION OF BROKERAGE FIRM

- A. Provide an overview of your firm including:
 1. Brief history, corporate service philosophy, and approach to client services.
 2. Subsidiaries and functions
- B. Describe how you would differentiate your services from those offered by other firms.
- C. Provide a description of your specific capabilities and experience on programs similar to the Pennsbury School District emphasizing any aspects, which you believe, would be particularly beneficial to us.
- D. Provide the name of the primary contact person and the supporting team assigned to the account. Include the experience level of the team; the years each individual has been with the firm, their education and professional credentials.
- E. State the address of your local service location, the office hours and any available emergency after-hours services. Describe the accessibility of the service team. Please describe your standard turn-around time for responses to inquiries.
- F. Describe the organization's client technology services.

III. CLIENT SERVICES

- A. Describe specialized services or distinguishing strengths offered by your firm which may have relevance to us, including but not limited to:

1. Alternative risk financing (captives, SIR, risk retention)
 2. Claims management
 3. Safety & loss control
 4. Other
- B. Describe how your organization would get to know the Pennsbury School District. Be specific.
- C. Describe how you would address the following needs of the Pennsbury School District's insurance programs, including turn-around time:
1. Policy review
 2. Policy language
 3. Policy issuance
 4. Certificate issuance
- D. Describe how you would address the following needs for the Pennsbury School District.
1. Claims reporting procedures
 2. Claim reports and loss run/ claims history analysis
 3. Insurance market status, on-going to renewal
 4. Insurance renewal process
 5. Insurance summaries
 6. Verification of premium audits and experience modification factors
 7. Claims manual and updates
- E. Describe the process you would employ to keep abreast of the Pennsbury School District's loss exposure.
- F. Property & Casualty Marketing

1. Describe your proposed approach to marketing the Pennsbury School District's risk to underwriters, including how you would access various markets.
2. Outline your firm's criteria for placing business with a given market.

G. Property and Casualty References:

1. Provide five references of current clients. Provide client name, contact name, address, phone number, services provided, and years as a client.

IV. FEE PROPOSAL

- A. Please provide a quote of the fixed annual fee, net of brokerage commissions earned, for your firm to perform all of the services itemized for the comprehensive brokerage and risk management services described in the Request for Proposal.