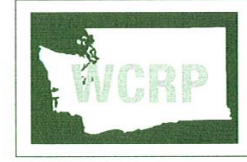


WASHINGTON COUNTIES RISK POOL

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Tumwater, Washington 98512-6103

Created by Counties for Counties



REQUEST FOR PROPOSALS for BROKER SERVICES

PROPOSAL DEADLINE: November 15, 2016, 5:00 pm PST

Introduction:

The Washington Counties Risk Pool (WCRP) seeks proposals from all interested parties to provide insurance producer (broker) services. The WCRP is a self-insured, self-funded governmental risk management pool formed under RCW 48.62 and RCW 35.34.

Twenty-Six of Washington's counties participate in the Pool, which provides risk management, claims handling, and the group purchase of property insurance, cyber liability insurance, along with excess and reinsurance liability coverage. The Pool utilizes a claims management system, as well as a property inventory database.

WCRP Characteristics:

- Member counties acquire \$20 million (with another \$5 million option) of joint 3rd-party liability coverage on an occurrence basis.
- Reinsurance is acquired for the initial \$10 million of coverage to protect the Pool directly and the membership. Remaining limit is acquired as "following form" excess insurance.
- Members annually select occurrence deductibles ranging from \$10,000 - \$500,000.
- Members' 3rd-party liability claims recently totaled less than 600 annually, with about 40% resolved without loss, and an open count under 400.
- Members also participate in the group purchased property coverage through the Washington Counties Property Program. The Pool currently carries limits of \$500 million, including vehicles, equipment, property in the open, and includes earthquake and flood coverage. Total Insured Values (TIV) are approximately \$2.8 billion.
- Members also participate in the group purchase of cyber liability coverage. Currently, the Pool carries a \$25,000 retention with limits of \$1 million per occurrence/\$5 million aggregate.
- The Board of Directors, with recommendations from the Pool's Executive Committee, oversees operations, approves disbursements, examines Pool financial health, approves settlements beyond specific thresholds, and reviews the Pool's overall performance.
- Through its Executive Director, the Pool's Administration & Finance, Claims, and Member Services departments carry out the directions of the Board of Directors and Executive Committee.

The WCRP's Broker/Producer Will:

- Market, evaluate and monitor WCRP's insurance programs.
- Assist WCRP in designing cost-effective risk-financing.
- Estimate insurance renewal outlook, analyze market conditions and make recommendations ahead of renewal deadline.
- Prepare renewal specs and compare prior years' coverage with proposed coverage.
- Present market outlook, trends, and final quotes/proposals as requested, at the Pool's four to six annual Executive Committee meetings, and three annual Board of Directors' meetings.
- Verify accuracy and adequacy of insurance contracts, endorsements and invoices.
- Place ancillary insurance needs for the Pool and its members, and facilitate bond procurement.
- Market and procure business owners, business auto, and crime policies for the WCRP corporate office, property, pool vehicles.
- Identify and evaluate existing and emerging risk exposures.
- Work with WCRP staff to present claims to reinsurance and excess insurers, and provide technical assistance as needed.
- Provide support, guidance and recommendations for potential additional/supplementary property/casualty insurance programs/coverage.
- Consult, support, and partner as needed with the WCRP and its staff as it provides the various on-site and web-based training and risk management resources and support to its members.
- Maintain records of all pertinent information affecting coverage placed.
- Present an annual report to the WCRP's Executive Director within the thirty-one days following the end of the prior fiscal year, or no later than October 31st, which describes the past year's achievements, accomplishments of goals, and outlines goals and objectives for the coming year.
- Contract with WCRP for 3 years, beginning January 1, 2017, with an option for two 1-year extensions.
- Obtain prior written approval from the WCRP before conducting any business with any county in Washington State, excepting work performed through the WCRP for its members.

Minimum Qualification of Firm:

- Five (5) years of experience providing similar service to public entity pools, with experience in various program structures, self-insured retentions, and corridor loss layers.
- Professional Liability Insurance of a minimum of \$5 million.
- All required licenses, permits, and certifications required by the laws of the State of Washington, necessary for performing the services proposed.
- Statement of non-direct representation of any county in Washington State. Direct representation must not occur without the expressed permission of the Washington Counties Risk Pool.
- Ability to provide consultation at own expense when needed.

Proposal Content:

- Cover letter describing the firm and outlining the company's name, address, designated contact, phone number and e-mail address.
- One (1) signed, unbound proposal copy, plus two (2) additional copies (bound or unbound).
- Proof of Professional Liability Insurance.
- Identify names, qualifications, and resumes of the Account Executive(s) assigned.
- Statement of non-direct representation of any county in the State of Washington, or a list of counties in Washington State the firm directly represents.
- A description of the proposed services offered.
- Sample contract for proposed services.
- A breakdown of all costs relating to the contract and included services. Costs may be described/offered in the form of flat rate, fee, or commission based compensation.

Selection Process and Timeline:

Interested parties should submit proposals by the deadline noted in the timeline below. Proposals may be electronically mailed to the Point of Contact identified below, or may be sent via regular US mail, received by 5:00 pm on November 15, 2016. The contract will be awarded to the firm which meets the submission requirements and has been deemed to best fulfill the needs of the WCRP. The following timeline will be followed closely by the WCRP selection committee:

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| Publish RFP: | October 27, 2016 |
| Submission Deadline: | November 15, 2016, 5:00 pm PST |
| Interviews: | November 21-22, 2016 |
| Contract Awarded: | December 5, 2016 |
| Contract Begins: | January 1, 2017 |
| Point of Contact: | Derek Bryan, WCRP Executive Director (360) 292-4497 / derek@wcrp.wa.gov |

Any firm interested in submitting a proposal which finds discrepancies in, or omissions from this RFP, or if there are any doubts as to the true meaning, the firm should request interpretation, clarification, or correction prior to the submission deadline of November 15, 2016.

This RFP is not an authorization to approach the insurance marketplace on behalf of WCRP. Firms failing to comply with this condition will be disqualified.

The WCRP reserves the right to refuse or disqualify any and all bids, and at its sole discretion, the WCRP will determine the qualifications of all firms.