

Advantages of an Insurance Consultant rather than just hiring someone to review bids from insurance companies...

1. Consultant will receive no commission from the placement of insurance. Consultant will receive only agreed on flat annual compensation
2. Consultant will have access to a wide variety of carriers and solicit insurance quotes (with no commissions) from those that specialize in the coverage needed by Titus County
3. Consultant will be able to get involved with claims to be the county's advocate rather than just accepting disputed settlements
4. Consultant will keep the County informed of regulatory changes that could affect us
5. Monitor ongoing workers compensation claims and encourage closure
6. Compensation paid to such a consultant will be substantially higher than what was paid to Mr. Preston. Brokerage commissions will no longer be included in the premiums we pay. Commissions saved will most likely exceed fees paid to a consultant thereby resulting in overall savings
7. Consultant will have credentials and licensing attesting to their qualifications
8. Consultant will have indepth knowledge of our particular insurance needs and be able to shop accordingly

## Request for Proposal (RFP)

### For Property & Casualty Insurance Consulting/Brokerage Services

Titus County is requesting proposals from a select number of licensed full service consultants/brokers to assist with their property-casualty and risk management programs.

Invited brokers are requested to submit their qualifications and proposed compensation for consideration based on the scope of work outlined below. Deadline for submitting proposals is May 15, 2014.

#### I. Scope of Work

Titus County is seeking a state licensed, full service, experienced, customer-service oriented firm able to assist with strategic consultation regarding the design and effectiveness of property and casualty insurance and risk management programs. Lines of coverage included in the various insurance programs are Property, General Liability, Commercial Auto, Workers Compensation, Public Officials, Professional Liability, Employment Practices and any other additional recommended lines of coverage.

The Selected Firm will be engaged to provide the following core services:

##### ▪ Risk Review.

Organize and facilitate discussions regarding the establishment of future goals and objectives based on industry best practices and the needs/requirements of Titus County. Major components of these strategic discussions would include:

- Analysis of Titus County's current program
- Loss analysis and review
- Assistance and coordination of safety activities with the Titus County officials and carriers as needed

##### ▪ Marketing and Placement of Coverage.

Facilitate pre-renewal meetings with the Titus County Auditor's Office to collect and review applicable exposure data, coverage information, and loss data in preparation for program marketing efforts.

Select qualified insurance markets for potential placement of coverage.  
Evaluate and select providers to be invited to offer proposals.

Prepare formal submission and distribute to selected insurance markets.

Evaluate responses and quotations, perform financial analysis, and conduct contract and program comparisons.

Negotiate plan features, rates, terms and conditions with carriers on behalf of Titus County.

Prepare and present results of marketing efforts. Provide and review detailed comparisons, and make recommendations and assist Titus County in the decision-making process.

- **Program Administration.**

Specification review: Policies, endorsements, audit adjustments, and other appropriate documents should be reviewed for accuracy and corrections requested where needed.

Policy related documents: Prepare and distribute binders, certificates of insurance, automobile identification cards and other documents as needed on a timely basis.

Industry changes: Keep Titus County advised of significant insurance, legal or regulatory changes that could affect current or future insurance programs.

- **Claim Services.**

Claims reporting: Report all applicable claims to appropriate carriers on a timely basis, and monitor responses of carriers.

Act as advocate of the Titus County: Evaluate and respond to reservation of rights letters, or claim disputes. Respond to requests for interpretations of policy terms or legal rights.

Claims and Reserve Analysis: Provide periodic monitoring and analyses of open workers compensation claims and other large claims. Encourage closure of applicable claims to the benefit of the County.

## II. Compensation and Term of Contract

It is anticipated that a contract will be signed within thirty (30) days after the selection of the consultant/broker. The term of the contract will be September 1, 2014 through December 31, 2015 with the option of a maximum of four 1-year extensions. The selected broker will be responsible for the work required for selection of insurance carriers beginning for 2015.

- **All Proposals should specify the required compensation based on a flat fee structure.**

This invitation is not an offer to contract. Acceptance of a proposal does not commit Titus County to award a contract to any bidder, even if all requirements stated in this letter and in the attached outline are met, nor does it limit our right to negotiate in our best interest.

The County reserves the right to contract with any provider of insurance consulting and brokerage services for reasons other than lowest price. The prices quoted, as well as other material terms of your proposal, shall be valid and binding, and not subject to change for a period of 90 days from date your proposal is submitted.

Responses to this RFP become the exclusive property of Titus County. Unless you obtain our prior written consent, you may not use the information contained herein except only for purposes of responding to this invitation. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Respondent as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The County shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Trade secret information may be protected from disclosure; the County may not be in a position to establish that the information a Respondent submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the County will provide the Respondent who submitted the information with reasonable notice to allow the Respondent to seek protection from disclosure by a court of competent jurisdiction.

- **Submission Requirements.**

Invited firms should submit the following information, organized in the order listed below:

- ***Cover Letter.***

The cover letter should not exceed two pages. This letter should summarize key points of the response to this request, and be signed by an officer of the firm who is responsible for committing the firm's resources. It should include the following:

- Name of the Consultant/broker firm submitting the proposal
    - Name and title of the individual with responsibility for this response, and to whom matters regarding the RFP should be directed
    - Mailing address
    - Telephone and e-mail address of the firm's primary contact
    - Brief executive summary of the firm's qualifications in the area of property and casualty insurance consulting, and an explanation of what distinguishes the firm from other competitors.

- ***RFP Proposal.***

- An overview of the firm including historical background, length of time in existence, and structure of the company.
    - Organizational chart and resumes of all professional staff members who will be assigned to the Titus County account.

- Narrative summary describing the expertise and capacity of the firm to provide the core services as described in Section 1: Scope of Work.
  - Any additional information the firm would like the County to consider in evaluating the firm's qualifications.
- ***Selection Criteria.***

Responses to this Request for Proposal will be evaluated based on, but not limited to, the following criteria:

- The professional and ethical reputation of the firm.
- The firm's demonstrated qualifications and expertise performing the services required.
- The qualifications and experience of the staff who will be specifically assigned to the account.
- Proposed compensation
- The firms' familiarity with insurance issues similar to those facing Titus County.

If you wish to respond to this RFP, please submit three (3) complete sets of your proposal and attachments in a sealed envelope to the address below by 5:00 p.m. CST on May 26th, 2014. Proposals received after the deadline will not be considered.

Proposals may be mailed or hand delivered.

Mailed proposals should be addressed to:

Titus County Auditor's Office  
100 W. First St. #202  
Mount Pleasant, TX 75455