

**Carl Sandburg College
Galesburg, Illinois**

**Request for Proposal
Property & Casualty Insurance**

Coverage effective July 1, 2012

Issued by:

**Larry Byrne
Director of Business Services
2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
lbyrne@sandburg.edu
309-341-5215**

INTRODUCTION

Thank you for your interest in our review process. We look forward to the opportunity to consider your proposal for providing brokerage services and insurance as outlined in this document and accompanying attachments.

Proposals will be received until 2:00 pm (CDT), Friday, May 11, 2012.

Please submit copies of your firm's proposals to:

Carl Sandburg College
Larry Byrne, Director of Business Services
2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
lbyrne@sandburg.edu
309-341-5215

Requests for additional information should be addressed to Larry Byrne by e-mail (preferred) or phone.

Section I
Requirements and Instructions to Bidders

1. Preparation of Proposal

Agents are encouraged to prepare two proposals if they believe the coverage program as outlined in the specifications can be improved.

The first proposal should follow the coverage specifications.

The second proposal, if any, should set forth the agent's recommended deviations from the specs and the reasons for the recommendation. It is important that where alternative proposals are presented the differences between the requested and proposed program be prominently noted.

2. Interpretation of Bid Specifications

If any person contemplating submitting a proposal is in doubt as to the meaning of any part of the specifications, they may request either a verbal or written interpretation thereof. Any interpretation deemed by the College as significant enough to include in these specifications will be issued as an addendum to all firms. Deadline for Interpretation of Bid Specifications: April 27, 2012

3. Consideration of Proposals

Consideration will be given to the total capability of the insurer(s) and agent(s) to professionally handle the College's needs.

4. Proposal Procedure

Proposals in response to these specifications will be received at the office of Larry Byrne until 2:00 pm (CDT), Friday, May 11, 2012.

Agents are allowed to present premium and coverage proposals from more than one carrier and if doing so need to clearly separate those proposals.

Notification to the successful bidder will be made by May 25, 2012 with binders to be delivered by June 27, 2012. Coverage is to take effect July 1, 2012.

5. Acceptance of Proposals

After written proposals have been received, the College may: (1) award a contract or enter into an agreement with one or more firms; (2) solicit "best and

final” proposals from some or all firms; (3) negotiate with any, all or none of the firms.

6. In the Event of Non-Compliance with Signed Proposal

It is to be understood by each agent proposing coverage in response to these specifications that in the event the insurance policies delivered to the College by the successful bidder do not provide coverage, extensions, and endorsements as outlined in the signed proposals or if the premium billed to the College is in excess of that indicated in each of the proposals then the College, at their option, has the right to:

Cancel on a pro rate basis (not short rate) the coverage’s or policies which failed to conform to the coverage or premiums proposed.

Section II Specific Conditions Applicable to this Proposal

1. Underwriting Information

This information is believed to be accurate and is based on the latest available information but is not to be considered in any way as a warranty.

2. Qualifications of Insurers

Please supply your Best’s rating. More favorable consideration may be given to those proposals submitted by carriers with ratings of at least A- or better in the most current edition of Best’s Key Rating Guide. Insurers shall be duly licensed and comply with all applicable state insurance laws and requirements.

3. Services Requested

A. Loss Prevention Engineering

The College seeks to develop and maintain proactive loss control programs to reduce risk and minimize claims. We would like our insurance representative(s) to provide support and actively partner with us in these activities.

B. Claims Management Assistance

The College requires the insurance representative(s) to actively participate in a dialogue with the College and the claims adjusters.

C. Information, Advice and Notice of Changes

The College expects to receive from its insurance representative(s) advance information and advice with regard to improved programs and methods available and constructive suggestions as to methods of implementation.

D. Electronic Capabilities

Explain electronic interface capabilities including any web reporting and informational tools available to the College.

4. Available Services

Our selection process will include an evaluation of brokerage services in addition to the evaluation of any proposed risk management and loss control programs. The selected broker will be expected at a minimum to perform the following services. Please address your firm's response to the listed services.

- Propose solutions to the College's risk exposures whenever appropriate
- Periodically review the College's coverage's, making recommendations concerning adequacy of coverage's
- Periodically review the College's deductibles to ensure cost-effectiveness and provide recommendations as to risk financing mechanisms
- Identify and communicate to the College any new and/or changing risks that may impact the College
- Recommend, when appropriate, any changes in coverage's, deductible levels, etc.
- Suggest conceptual changes to the College's risk management strategies whenever deemed necessary
- Support the relationship of the College with insurance underwriters and promote the delivery of the best service possible from the markets
- Provide administrative support, including checking and verifying policies, issuing certificates of insurance when needed, insuring loss runs are issued regularly, etc.
- Provide timely and personalized service in answering coverage and claims related questions.

In addition, please provide information about the following topics and services. As applicable, indicate compensation method for services listed.

- History of your firm
- Customer service philosophy and approach
- Compensation arrangements, including discretionary and supplemental services - Clearly detail your compensation schedule and advise whether you will be paid on a commission or fee basis
- Marketing philosophy and strategy, detailing any special relationships with insurance companies relative to the types of coverage listed
- Management structure and organization as it relates to each product or group listed in your response including contact information and qualifications for

each person assigned; include comments on daily administration and claims management

- Risk financing, including actuarial, risk retention capacity, reserve analysis, etc.
- Risk control and engineering on all lines
- Risk management recommendations
- Additional services, including research services, available through your firm or affiliates

