

**Request for Qualifications (RFQ) Insurance Broker/Consultation Services  
Village of Alsip, Illinois Workmen Compensation Plan**

**GENERAL INFORMATION/PUBLISHING**

The Village of Alsip, Illinois is accepting “Qualification Statements” (qualifications) from licensed Insurance Brokers and/or Agents for the purpose of providing independent, professional insurance brokerage and consulting services for the Workman Compensation/Property Casualty Plans.

The Broker/Agent must have a proven track record of successfully providing workman compensation/property casualty insurance for employers of comparable size and complexity and will work directly with the Village Human Resources Manager in reviewing, structuring, selecting and implementing the workmen compensation/property casualty plans.

The benefit plan year for Workman Compensation insurance is May 1 through April 30<sup>th</sup>, with Property & Casualty insurance commencing on December 1 – November 30<sup>th</sup>.

This RFQ is being done with the objective of evaluating a Broker/Agent relationship relative to other interested parties and their ability to provide workman compensation/property casualty insurance. The anticipated duration for the initial Broker/Agent services is for a period not to exceed three (2) years. The duration may be reviewed from year to year at Village’s sole discretion, and the Village may further extend the relationship on an annual basis.

The Broker/Agent relationship is expected to commence following the selection process, to include fulfilling all service requirements for a smooth review process in January 2022, for the May 1, 2022 plan year. The final selection is subject to approval by the Village Board. Documents may be mailed to:

**Village of Alsip 4500 W 123<sup>rd</sup> Street, Alsip, IL, 60803**

**Attn: Charles Carrell, Human Resource Manager**

**RFQ QUESTIONS AND CLARIFICATIONS**

All inquiries regarding the RFQ must be submitted in writing to Charles Carrell, Human Resource Manager, Village of Alsip. Written responses to such inquiries will be made available to any requesting party, in accordance with the Open Records Act.

**ANTICIPATED TIME LINE**

Advertise RFQ 12/27/2021

Due Date January 10, 2022 at 5:00 pm

Open sealed RFQ’s January 10, 2022 at the 7:30pm Village committee meeting

Timeline is subject to change at the sole discretion of Village. No individual extensions will be granted for the “Qualifications” deadline

## **ADDITIONAL SUBMITTAL AND RFQ DETAILS**

1. "Qualifications" must be delivered and received by the Village no later than 1/10/2022. In the unanticipated event that Village offices are closed at that time, the deadline will be extended to 4:00 p.m. on the Village's next observed business day.
2. "Qualification Statements" must be submitted to: Village of Alsip, Attn: Charles Carrell, Human Resource Manager 4500 W 123<sup>rd</sup> St, Alsip, IL, 60803
3. Respondents must submit one (1) original unbound copy, as well as one (1) additional copy of the "Qualifications." All materials shall be enclosed in sealed envelopes, addressed as indicated above with the name of the Broker/Agent clearly identified and "INSURANCE BROKER/AGENT RFQ" clearly marked on the outside of the packaging.
4. The Village shall not be responsible for the loss, non-delivery, or physical condition of documents sent by postal or courier/parcel service.
5. Documents submitted by facsimile or email transmissions will not be accepted.
6. Documents received after the deadline will not be considered.
7. False statements and/or incomplete submittals are grounds for rejection.
8. The Village may choose to reject a "Qualifications" from a Broker/Agent who is in default on the payment of taxes, licenses or other monies due to the Village.
9. Please note that all information received in this process becomes property of the Village of Alsip and is public information after the selection process is completed (subject to disclosure in accordance with the Open Records Act).
10. The Village of Alsip reserves the right to amend this RFQ up to the deadline. Notification of any amendments will be posted to the Village's website and will be distributed via email to all parties who have requested same by providing a valid email address. In the event such an amendment would require significant changes in the scope of work, Alsip reserves the right to adjust the deadline accordingly to allow respondents to revise their responses.
11. The Village of Alsip reserves the right to: request additional information from any or all parties at any point in the process, waive any irregularities in any response, cancel this RFQ in whole or part, reject any or all proposals, and/or proceed at any time with the Broker/Agent(s) determined to be the best suited for providing workman compensation/property casualty insurance as outlined.
12. Prior to the submittal deadline, "Qualifications" may be modified or withdrawn by the respondent's authorized representative in writing. If proposals are modified or withdrawn, the authorized representative shall make his identity and general reason known.
13. It is the Broker/Agent's responsibility to carefully examine all components of the RFQ, his/her ability to meet the expectations outlined, and to respond accordingly. Failure to do so shall not be grounds for any declaration that the respondent did not understand the conditions and requirements of the RFQ.

14. From the date of distribution of the RFQ through the date of selection of a Broker/Agent by the Village of Alsip Board, Broker/Agents may not initiate or continue any verbal or written communications regarding this RFQ with any city elected official, employee or other city representative other than the individual listed in the document for inquiries. Such communications are expressly forbidden except with the written knowledge to and permission of the Village Mayor. Violations will be reviewed by the Village Mayor. If determined that such communication has compromised the competitive process or is otherwise deemed to be disruptive, inappropriate or unacceptable conduct, the RFQ submitted by the Broker/Agent may be disqualified from further consideration.

15. Failure to observe any of the instructions or conditions in this RFQ may constitute grounds for rejection of the Broker/Agent's "Qualifications"

**Reason for seeking an RFQ:**

**When the Village of Alsip recently asked for an (RFP) Request for Proposal for Workman Compensation/Property & Casualty insurance coverages during 2021, only a single submission was made. This process will encourage more participation and competitive pricing for professional services.**

## **Insurance Broker Qualification Questionnaire**

1. Total number of villages, cities, or towns your firm currently handles worker compensation/property casualty insurance brokerage services for in Illinois.
2. Total number of villages, cities, or towns your firm currently handles for workers compensation/property casualty insurance brokerage services in Illinois with both police & fire exposures.
3. What is your firm's annual insurance premium volume from handling villages, cities, or towns workers compensation clients in Illinois? How many of these municipal clients premiums are in excess of \$200,000?
4. What is your agency's total premium volume for all clients?
5. How many municipal clients does your firm currently handle with our current workers comp carrier IPRF? Or ICRMT?
6. Which carriers do you utilize for guaranteed cost workers compensation coverage and first dollar property & liability coverages?
7. Does your firm have experience working with other TPA's, (Third Party Administrators) should we decide to move providers?
8. How many years has your public sector insurance policies been in place?
9. Please provide staffing organizational outline for your public sector team?
10. Team qualifications and experience.
11. Please provide a brief resume of the individuals that would be assigned to the Village's account. Please describe duties, responsibilities, relevant expertise pertaining to our insurance program, and relevant rewards, certificates and other achievements of each individual. Please also provide a list of some of their current Public Entities they handle on your firm's behalf in Illinois. Attach response.

### **References:**

- a. Provide a minimum of (5) municipalities serviced by your firm.
- b. Provide contact info for a key reference from the municipalities.