

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL INSURANCE BROKERAGE SERVICES

For the

HOUSING AUTHORITY OF THE CITY OF COLORADO SPRINGS

ISSUE DATE: Tuesday July 27, 2010

CLOSING DATE AND TIME: Monday, August 30, 2010 – 3:00 PM

SUBMISSION LOCATION:

All proposals must be received at the following address by 3:00 PM on August 30, 2010.
Proposals received after this date and time will not be considered.

Attn: John Rasmussen, Asst. Ex. Director for Finance and Administration
Housing Authority of the City of Colorado Springs
P.O. Box 1575, MC 1490
Colorado Springs, CO 80901-1575

Proposals must be submitted in a sealed envelope, and the outside of the envelope must be marked: “**PROFESSIONAL INSURANCE BROKERAGE**”

Questions regarding this RFQ should be directed in writing to John Rasmussen. Questions may be e-mailed to jar@csha.us or mailed to the address above. The Housing Authority of the City of Colorado Springs is an equal opportunity employer and contracting agency.

INVITATION / PURPOSE

Qualifications are now being accepted by the Housing Authority of the City of Colorado Springs (Housing Authority) for a professional insurance broker (Broker) to represent the Housing Authority in various commercial insurance markets including but not limited to property, casualty, liability, auto, and officers and directors. The company will be a qualified Broker in the public entity market and will serve as Broker of Record for the specified policies. **The Housing Authority is NOT requesting insurance quotations at this time and expressly prohibits prospective brokers from quoting or approaching carriers at this time.**

BACKGROUND INFORMATION

The Housing Authority of the City of Colorado Springs is a political subdivision both corporate and politic organized under the laws of the State of Colorado to provide low rent housing to qualified individuals in accordance with the rules and regulations set forth by the US Department of Housing and Urban Development and other federal agencies.

The Housing Authority’s fiscal year operates on a calendar year.

For the year ended December 31, 2009, the audited financial statements showed total capital assets as follows:

| | |
|----------------------------|----------------------|
| Land | \$ 8,363,259 |
| Construction in Process | 1,409,368 |
| Buildings and Improvements | 77,045,387 |
| Furn., Equip., Machinery | 963,564 |
| Accumulated Depreciation | <u>(42,029,832)</u> |
| Capital Assets (net) | \$ 45,751,746 |

The Housing Authority employs approximately 85 full time employees and 15 part time employees.

TERM OF CONTRACT

The professional services contract will commence on January 1, 2011, and extend for an initial period of one year. The Housing Authority shall have the option of renewing the relationship for up to four additional one year terms. Notice of the Housing Authority’s intent to renew will be made at least sixty (60) days prior to normal contract expiration.

SCOPE OF WORK

- Perform services necessary to replace insurance coverage expiring December 31, 2010.
- Possess an understanding of the Housing Authority’s needs in specialized areas and provide input to management as to areas of modification or improvement.
- Provide safety / loss control services and documentation as requested.

- Perform other services customarily expected of a broker for the duration of the agreement.
- Act as the liaison and advocate for the Housing Authority with underwriters and claims staff.
- Provide all carrier quotations received from carrier underwriters with detailed recommendations to the Housing Authority of which proposal would best meet the Housing Authority's needs.
- Verify the accuracy and adequacy of policies, endorsements, coverage, and premiums, noting in writing any variations from the previous year, or from conformance with specifications.
- Assist in determining proper limits and coverage for exposures common to Housing Authorities in general and businesses in the Colorado Springs area specifically.
- Assess insurance company stability, solvency and service records.
- Deliver insurance policies or binders during term of coverage.
- Accurately amend policies, as needed.
- Upon request, provide timely, verbal or written interpretation of coverage.
- Provide policy maintenance and issue binders and certificates when required.
- Assist the Housing Authority in developing insurable values for all real and personal property.

ADMINISTRATIVE INFORMATION REQUIREMENTS

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification. (See attached format)
3. Name, address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
 - a. Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.

- b. If a Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.
 - c. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - d. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 5. The number of years Respondent has been in business under the present name.
 - 6. The number of years Respondent has been under the current management.
 - 7. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
 - 8. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
 - 9. Identify and confirm possession of appropriate federal and state licenses to perform activities.
 - 10. An executed letter of intent.
 - 11. An explanation of the respondent's billing approach for these services (i.e. Would the respondent bill these services outlined in this RFQ on a monthly basis as a professional fee; or on a percentage basis of insurance premiums.)

PROFESSIONAL INFORMATION REQUIREMENTS

Respondent shall submit:

- 1. A description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a. Description and scope of work by Respondent.
 - b. Name, address and contact information of reference to the RFQ.
 - c. Explanation of perceived relevance of the experience to the RFQ including Board Certification in relevant areas of practice.

2. Brief description of Respondent's relevant clients, including a listing of all housing authorities, municipal governments, or other public entity clients, during the last three (3) years.
3. Resumes of key employees, and an indication of which employees would be directly working with the Housing Authority.
4. A narrative statement of the Respondent's understanding of the Housing Authority's needs and goals.
5. List all immediate relatives of Principal(s) of Respondent who are Housing Authority employees or appointed officials of the Housing Authority. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
6. Limits of Malpractice insurance coverage and name of insurance carrier.
7. A listing of all other engagements where services of the type proposed were provided in the past five (5) years. This should include all levels of government, including a housing authority. Contact information for the recipients of the similar services must be provided. The Housing Authority may obtain references from any of the parties listed.
8. A listing of all professional organization memberships.
9. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion, including the attendance at meetings, as necessary.

EVALUATION

The Housing Authority's objective in soliciting Qualification Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the Housing Authority. The Housing Authority will consider Qualification Statements only from Respondents that, in the Housing Authority's sole judgment, have demonstrated the capability and willingness to provide high quality services to the Housing Authority in the manner described in this RFQ.

Qualification statements will be evaluated by the Housing Authority and Qualified Respondents will be selected based on the evaluation factors set forth below:

1. Experience and reputation in the field;
2. Knowledge of a housing authority and the subject matter of the pertinent contract;
3. Availability to accommodate the required meetings of the Housing Authority;
4. Pertinent insurance brokerage experience; and
5. Other factors demonstrated to be in the best interests of the Housing Authority.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. The Housing Authority will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ. Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The Housing Authority reserves the right to:

1. Not select any of the Qualification Statements;
2. Award a contract for the requested services at any time within the qualification period.

Every Qualification Statement should be valid through the entire qualification period.

The Housing Authority shall not be obligated to explain the results of the evaluation process to any Respondent. Further, the Housing Authority shall not be liable for, nor pay any costs incurred by the responding firms relating to the preparation or presentation of Qualifications.

LETTER OF QUALIFICATION

(To be Typed on Respondent’s Letterhead. NO MODIFICATIONS MAY BE MADE TO THIS LETTER)

Attn: John Rasmussen, Asst. Ex. Director for Finance and Administration
Housing Authority of the City of Colorado Springs
P.O. Box 1575, MC 1490
Colorado Springs, CO 80901-1575

Dear Mr. Rasmussen:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) PROFESSIONAL INSURANCE BROKERAGE SERVICES For the HOUSING AUTHORITY OF THE CITY OF COLORADO SPRINGS, dated _____ in connection with the Housing Authority’s need for Professional Services – Insurance Broker of Record Services.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (*Insert Name of Respondent*)

Chief Executive Officer
Dated: _____

Chief Financial Officer
Dated: _____

Respondent shall sign and complete the spaces as provided above. If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant must execute this Letter of Qualification.