



**Request for Proposals
RFP# 19-03**

Agency Insurance Coverage to include Property/Casualty and Workers' Compensation Insurance Coverages and Related Risk Management Services

Activity	Date By
RFP Issued	April 1, 2019
Deadline for Prospective Offeror to Submit Questions	April 8, 2019
Answers to Submitted Questions Posted on RRPDC website	April 15, 2019
Proposal Submission Deadline	April 22, 2019
RFP Selection and Contract Announcement	May 13, 2019
Contract Start Date	July 1, 2019

Purpose:

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified source(s) to provide property and casualty insurance coverage and workers' compensation insurance coverage and related risk management services.

Questions and Submissions:

Any Changes and/or Addenda to this RFP will be posted on the PDC website at www.PlanRVA.org. Respondents are responsible for checking this website prior to submission for any updates or changes. *Failure to acknowledge all addenda may result in rejection of your proposal as non-responsive.*

Any questions regarding this RFP must be submitted in writing directly to the Executive Director at the address referenced above no later than 5:00 p.m. on Friday April 8, 2019. Questions must be submitted via email to mshickle@PlanRVA.org. All questions from prospective responders and answers regarding this proposal will be posted on the RRPDC's website at www.PlanRVA.org. Prospective responders will also find links to background information about the RRPDC on the website.

Proposals will be received at the Regional Commission by physical delivery, postal, or electronic mail. (Proposals will not be accepted in facsimile form.) All information received in response to this request marked Proprietary will be handled accordingly. Responses to the Request will not be returned. Full submission requirements and instructions are detailed herein.

By: 
Martha Shickle Executive Director

Date: March 29, 2019

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1 Request for Proposal (RFPJ)

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified source(s) to provide property and casualty insurance coverage and workers’ compensation insurance coverage and related risk management services.

The coverage will begin on July 1, 2019 and continue through June 30, 2020 with the option for annual renewal. Should the contract award be made with an existing association group that is maintained for the purpose of promoting the interest and welfare of public bodies, the Regional Commission may choose to continue to renew the contract beyond the renewal set forth in this paragraph (Code of Virginia 2.2-4345).

2 Introduction to Richmond Regional Planning District Commission (RRPDC)

The Regional Commission is a planning district commission organized under Virginia Code; it was created to promote regional cooperation and orderly planning among its member jurisdictions. The Regional Commission provides many services to its member jurisdictions including funding assistance, planning, project management, public relations, facilitation, and research in core areas including community development, emergency management, natural resources, and transportation.

3 Selection Criteria

Proposals shall be evaluated using the following criteria as related to the requirements.

<i>Evaluation Criteria</i>	<i>Points</i>
<i>Experience and Qualifications of the Offeror</i>	<i>25</i>
<i>Cost of Providing Services</i>	<i>40</i>
<i>Financial Ratings</i>	<i>20</i>
<i>References</i>	<i>10</i>
<i>Completeness and Clarity of Proposal</i>	<i>5</i>

Offerors who appear most capable of providing a product/service that can best satisfy the needs of the Regional Commission, based on the scoring described above, will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Finalists may be required to attend an interview session to discuss their proposal.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price. Negotiations shall be conducted with the offerors so selected. While price shall be considered, that need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal and shall award the contract to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the RFP and the offeror’s proposal as negotiated. The Regional Commission may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).

The Regional Commission may participate in, sponsor, conduct, or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions, or localities of the several states of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods or services. Except for contracts for professional services, a public body may purchase from another public body’s contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in such an arrangement.

4 Response Contents and Format

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a provider of the requested services.

5 Proposal Requirements

Each Offeror interested in submitting a proposal for consideration shall include the detailed information described, in the order listed below, with their proposal:

- 5.1. Provide a letter of introduction that includes the name and location of the company, a statement of interest, and the ability to provide the required services. The letter of introduction shall be signed by an individual authorized to conduct business for the firm with the name of the individual typed below the signature. Relevant contact information (telephone, business address, email) must be included in the letter of introduction.
- 5.2. Provide description of risk management and loss control services and claims handling procedures. Provide examples of reports including claims summary, claim expense, and experience reports.
- 5.3. Outline capability to accept additions/deletions of autos/property, etc., as well as claims reports electronically from RRPDC employees.
- 5.4. Complete Offeror Data Sheet (Submittal A) listing three references that have utilized services/coverage proposed, preferably for like entities and local governments. RRPDC may contact references to inquire about their satisfaction with services provided.
- 5.5. Provide information and pricing for Cyber Risk and Liability coverages and associated risk management programs or other products the RRPDC might consider upon recommendation.
- 5.6. Cost of providing each type of coverage.
- 5.7. Company financial ratings (Submittal B).

6. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

6.1. GENERAL REQUIREMENTS

- 6.1.1. In order to be considered for selection, Offerors must submit one complete digital or physical copy response to this RFP. No other distribution of the proposal shall be made by the Offeror.
- 6.1.2. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 6.1.3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required.
- 6.1.4. Physical copies of the proposal should be bound or contained in a single volume where practical. Proposals shall be submitted on 8-1/2" x 11" paper. All documentation submitted with the proposal should be contained in that single volume.
- 6.1.5. Ownership of all data, materials, and documentation originated and prepared for RRPDC pursuant to the RFP shall belong exclusively to RRPDC and be subject to inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to

public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section 2.2-4342 of the Virginia Public Procurement Act prior to or upon submission of the data or other materials to be protected and state the reasons why protection is necessary.

6.2 SUBMITTAL REQUIREMENTS

- 6.2.1 Signature pages of this RFP signed and completed as required.
- 6.2.2 Offeror's complete Proposal, as described under Proposal Requirement Section.
- 6.2.3 Completed Offeror Data Sheet, Submittal A.
- 6.2.4 Completed Cost Proposal, Submittal B.

7 TIME FRAME/SCHEDULE OF EVENTS

The following is the expected timeline of activities associated with this RFP. Failure to comply with any key dates will render the submission ineligible for consideration.

Activity	Date By
RFP Issued	April 1, 2019
Deadline for Prospective Offerors to Submit Questions	April 8, 2019
Answers to Submitted Questions Posted on RRPDC website	April 15, 2019
Proposal Submission Deadline	April 22, 2019
RFP Selection and Contract Announcement	May 12, 2019
Contract Start Date	July 1, 2019

8 Communications and Response

Martha Shickle, Executive Director, is the designated RRPDC representative for this initiative. For any information relative to this RFP, please direct inquiries to the designated representative only. All inquiries and requests should be submitted in writing via email to:

mshickle@PlanRVA.org.

9 Clarification Questions

Any questions regarding the RFP should be submitted in writing no later than 5:00 p.m. on March 8, 2019. Answers will be provided to all respondents by the *Answers* provided date, April 15, 2019.

10 Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 p.m.) on the *Proposals Due* date indicated in the Time Frame/ Schedule of Activities table (Section 7).

11 Vendor Presentations

RRPDC may elect to hold interviews and/or contract negotiations with one or more firms should additional information be required to make a final decision for contract award or to facilitate negotiations. These will be held at RRPDC at 9211 Forest Hill Avenue, Ste 200, Richmond, VA 23235. RRPDC will try to provide the affected firms with as much advance notice as possible.

12 No Obligation

The submission of a proposal shall not in any manner oblige RRPDC to enter into a contract or to be responsible for the costs incurred by the Offeror's organization in responding to this request.

13 Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of RRPDC solely for the benefit of RRPDC. RRPDC will have complete ownership of the final product delivered by the contractor selected through this RFP. Any and all information deemed proprietary should be marked as such and agreement reached among both parties with regard to publication.

14 No Guarantee

RRPDC makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

OFFEROR DATA SHEET

1. **QUALIFICATIONS:** The Offeror shall have the capability and the capacity in all respects to fully satisfying all the requirements indicated in this RFP.

2. **YEARS IN BUSINESS:** Indicate the length of time the Bidder has been in business providing the goods/services in this solicitation:
 _____Years_____Months.

3. **REFERENCES:** Offerors shall provide three (3) references for which the company has provided specified goods/services of the same or greater scope within the last three (3) years.

1.	Customer Name:	Contact Name:	Contact Title:
Address:			Phone No.
			Email adr

2.	Customer Name:	Contact Name:	Contact Title:
Address:			Phone No.
			Email adr

3.	Customer Name:	Contact Name:	Contact Title:
Address:			Phone No.
			Email adr

PROPOSAL WORKSHEET

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

SIGNATURE PAGE	
Name of Agency Submitting Proposal	
Address:	
Phone Number:	
Fax Number:	
Contact Person:	
Title:	
Email Address:	
Company Representative Signature:	
Date:	