

Cumberland County Schools **Student Athletic Accident Insurance** **Request for Proposal (RFP)**

Process Overview

Cumberland County Schools (Cumberland) provides this notice to announce that it is conducting a competitive process for its July 1, 2018 Student Athletic Accident Insurance (AAI) policy renewal. Cumberland contemplates awarding a three-year agent/broker (participant/participants) assignment with two one-year options.

The process includes an open invitation to participants to submit qualifications to enter the competition. The best qualified participants based upon the Phase 1 qualification assessment will be “short listed” for the Phase 2 interviews at the Cumberland offices in Fayetteville. One or more participants from Phase 2 will be authorized for Phase 3 to represent Cumberland in the insurance underwriting and services marketplace. The outcome of Phase 3 will be the development of best value coverage, service and cost alternative for the Cumberland renewal. Each participant will be informed of its status at the conclusion of each phase in which it competes.

Cumberland has retained the services of Scarborough & Britt, LLC, an independent consulting firm, to facilitate the RFP process. Jim Britt, CPCU is the lead consultant working at the direction of Henry Smith, Risk Manager for Cumberland.

Cumberland intends to have a thorough evaluation of its options in all phases of the process as it seeks to achieve the best value in its AAI. Therefore, it retains its option to confer and negotiate with participants. This option will assure that there is mutual understanding by Cumberland and participants regarding the qualifications presented in Phase 1, insurance and service concepts discussed in Phase 2, and underwriting proposals presented in Phase 3. The best combination of coverage, services and cost will be the best value for Cumberland.

Cumberland has the prerogative to amend, suspend or terminate the RFP at any point in the process. Cumberland also retains the authority to negotiate regarding proposal alternatives in Phase 3.

Current Situation

Cumberland purchased broad coverage AAI policies for many years and loss trends were challenging. More recently there was a shift to a narrower coverage policy and the claim record has improved. Cumberland seeks to determine the best match of a tapered coverage policy and economic pricing for FY19, FY20 and FY21 with possible extensions for FY22 and FY23 based upon appropriate annual forecasts for competitive coverage and premium.

Competition Phases

Phase 1- Participants Qualifications

Each interested participant is required to submit a response with a five-topic commentary of qualifications. The participants will be evaluated on each of the five parts with a 20-point weight for each. The maximum point total for this phase is 100.

Pay attention to the details requested. These include identification of the participant lead representative, contact details for references, brief descriptions of AAI insurance and services experience provided and familiarity with public K-12 AAI underwriting market resources.

Please Note:

- Include participant name on each page of the response
- Number each page
- Participant lead letter of interest and signature on page 1
- Maximum length of Phase 1 proposal, including cover, is 15 pages.
- All page content presented in portrait page format in a loose-leaf binder

Part 1 – Participant and Leader Capsules

- Brief history of participant organization
- Overview of participant public K-12 practice
- Short bio for proposed relationship leader
- Office address and contact points for this leader

Part 2 – Key Team Members

- Background
- Credentials
- Experience with public K-12 clients
- Proposed role for Cumberland placement

Part 3 – Client References – Minimum of Three

- Preference for public K-12
- Primary contact, position, phone and e-mail
- Description of AAI services provided

Part 4 – Support services offered

- Claim advisory services
- Loss control support services
- Other

Part 5 – Open Commentary

This is a participant opportunity to share information which is not requested in the other categories and which may be of interest to Cumberland.

Sharing additional information, unique to the participant, will assist Cumberland with its objective of being diligent in its decisions.

Phase 2 – Qualifiers’ Interviews

The best qualified participants in Phase 1 will be invited to interview with an evaluation team at Cumberland. The invitation will include Cumberland historical information pertinent to the participants’ formation of conceptual AAI policy design and service.

NOTE: Participants submitting Phase 1 responses are committing to their availability to interview in Fayetteville on Wednesday, April 4 if selected for Phase 2.

Participants will be apprised of date/time slots, categories for evaluation, point scoring, team member participation, content expectations and dialogue/presentation mix.

Phase 3 – Renewal Alternatives

Following the interviews, one or more participants presenting the most attractive Phase 2 concepts will be authorized to negotiate with underwriting and service resources. Market resource authorizations will be specifically aligned with concepts and requested resources from Phase 2 and aligned with Cumberland renewal objectives. The Phase 3 participant(s) will have the opportunity to request additional data from Cumberland to facilitate negotiation of alternatives.

Protocols

Participants’ Authority

Participants in Phases 1 and 2 of the RFP process accept the boundary that only the incumbent participant serving Cumberland may have dialogue with their incumbent insurance carriers and service organizations. This dialogue is limited to current service issues unless, and until, the participant(s) is assigned one or more resources for Phase 3.

The participant(s) selected for Phase 3 will be authorized to approach specific market resources aligned with their Phase 2 conceptual program designs. Each participant will identify their contemplated market resources during the interview in Phase 2. If more than one participant competes in Phase 3, any overlap in requests will be reviewed and resolved by Cumberland. Involved participants will be apprised of their final assignments.

The participant(s) in Phase 3 will be provided with a letter of authority, as needed, to negotiate with assigned resources for a renewal proposal. After the renewal decision by Cumberland the letters of authority for resources not embraced in the renewal will expire.

Professional Conduct

Participants are expected to present their capabilities and credentials in a direct and candid fashion. It is expected that both organizational and individual team member performance examples will be candidly and factually stated in each phase of the RFP process. Petitioning Cumberland officials, staff or contractors is inappropriate and is cause for immediate disqualification. The same guidelines apply for underwriting and services resources contacts before authority is assigned for Phase 3.

Participants Remuneration

Disclosure of participant remuneration, projected or earned, on the Cumberland program is expected. This includes commission for intermediary wholesale brokers which provide underwriting and services market access. Each participant should also be prepared to share how and in what amount any incentive compensation flows to the organization from resources contemplated for or embraced by the Cumberland.

Phase 2 participants will be expected to address remuneration options and Phase 3 participants will be expected to detail the remuneration in their proposals. These might include:

- Fee for policy placement and basic services
- Mix of commission and fee for placement and basic services
- Special project fees for enhanced services

Process Information

The Phase 1 response is due on March 27, 2018 by 4:00pm.

Send your registration response as a hard copy in binder, with the outside package clearly marked **AAI RFP**, to:

Mike Anderson
Purchasing Officer
Cumberland County Schools
2491 Gillespie St.
Fayetteville, NC 28306

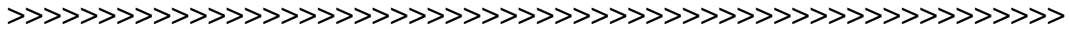
Send reading copies by e-mail and hard copy in binder to:

Henry Smith
henrysmith@ccs.k12.nc.us
Cumberland County Schools
2465 Gillespie Street
Fayetteville, NC 28306

Jim Britt
jlb@scarboroughbritt.com
2112 Roslyn Avenue
Charlotte, NC 28208
(no signature required)

RFP Process Schedule

<u>Activities</u>	<u>Target Dates</u>
➤ RFP published	March 14, 2018
➤ Phase 1 responses due	March 27, 2018
➤ Phase 2 interviews	April 4, 2018
➤ Phase 3 proposals due	April 24, 2018



e-mail procedural questions to Jim Britt
jlb@scarboroughbritt.com