



Auxiliary Services Corporation
of SUNY Cortland

Request for Proposals

Insurance Broker

ISSUED 1/25/2016

Contact Information

Jennifer Schultz
Controller
15 Neubig Road
Cortland, NY 13045

I. BACKGROUND

Auxiliary Services Corporation of SUNY Cortland, Inc., (herein referred to as “ASC”), is a not-for-profit corporation that provides auxiliary services to the State University of New York College at Cortland. ASC provides all dining services, retail bookstore, vending services on campus, catering and bookkeeping services to various campus affiliated clubs and organizations, and other miscellaneous services and programs associated with its campus life mission. The dining services also extend to an offsite camp in the Adirondacks where SUNY Cortland operates an outdoor education facility. Founded over 60 years ago, ASC is governed by a Board of Directors consisting of students, faculty and administrators of the College. ASC employs approximately 175 regular staff and 300 students.

II. SCOPE OF SERVICES

ASC is soliciting proposals for a licensed independent insurance agent or broker who will handle the placement and servicing of its corporate insurance program beginning May 1, 2016. The insurance program includes property blanket, business interruption, inland marine, crime, auto liability, officers and directors’ liability, general and umbrella liability, employment practices shared, fiduciary liability and workers’ compensation coverage (see detailed attachment).

Service capabilities and support are key aspects of the agent/broker relationship with ASC. An agent responding to this request should demonstrate substantial, high-level knowledge, expertise, and success in at least the following areas:

- A. Evaluate the existing ASC insurance program and suggest recommendations for additions or changes to coverages and limits of insurance.
- B. Market the ASC insurance program and obtain competitive quotes.
- C. Present a written report to document the quotes received from the various carriers.
- D. Review the individual policies for accuracy and completeness prior to delivery to ASC.
- E. Advise, report, handle and monitor all claims.
- F. Perform a semi-annual loss review and present a semi-annual loss report.

III. SUMMARY OF EXISTING COVERAGE

Policy expiration dates are May 1, 2016

Please see attached schedule for exact details of current coverage.

The current agent for ASC is Austin & Co. They will be requesting quotes from Markel, Travelers and Cincinnati Insurance companies along with the companies currently handling the coverages. Please submit two or three names of replacement insurance companies that you wish to contact for quotes. These companies should not be rated any lower than the companies currently in place (Licensed and Admitted by the NY State Insurance Department and have earned A.M. Best financial rating of "A" or higher). We do not want any insurance company contacted by more than one of you responding to this request therefore ASC will decide which agents gets the contact in case of two agents wanting to contact the same insurance company.

IV. SCHEDULE OF EVENTS

Issue date of Request for Proposal	1/25/2016
Proposer to email ASC the insurance company that they wish to request quotes from	2/3/2016
Point of contact to approve and reply to above request via email	2/5/2016
Deadline for questions (emailed) and submittal of insurance company applications	2/19/2016 4:00 PM
Deadline for receipt of proposal	3/18/2016 4:00 PM
Final Decision	4/8/2016
Insurance coverage to begin	5/1/2016

V. SUBMITTAL INFORMATION

A. The point of contact for this solicitation is:

Jennifer Schultz
Controller
Auxiliary Services Corporation
15 Neubig Road
Cortland, NY 13045
(607)753-5668
(607)753-5981 (Fax)

E-mail: jennifer.schultz@cortland.edu

RE: INSURANCE AGENT PROPOSAL FOR CORPORATE INSURANCE

- B. Any questions regarding this RFP must be submitted in writing via electronic format to the point of contact. All questions and answers will be published on-line at the following web address for all to view:

<http://www.cortlandasc.com/general-asc/communication/rfp-information#6226D796-163C-92E8-7BFADB1DF039B706>

Alternatively, you may access by going to:

www.cortlandasc.com

Click [General ASC](#) at the bottom of the page

Click [Information for Requests for Proposals](#)

Please visit this link for additional information about ASC.

- C. One original and three copies of your proposal are to be submitted.
- D. Proposals must be sent or delivered by hand and must be received at the ASC Office at 15 Neubig Road, Cortland, NY by 4:00 PM on 3/18/2016. Proposals received after the due date and time will not be considered.
- E. ASC regards the information contained in this solicitation as confidential and requires that all recipients of this RFP treat it as such.

VI. DISCLAIMERS

- A. The issuance of this RFP constitutes only an invitation to submit proposals to ASC. It is to be distinguished from a bidding situation and is not to be construed as an official and customary request for bid. Any proposal submitted, as provided herein, constitutes a desire to negotiate and recognition that the proposal is not a bid and is not being submitted as part of a bid process.
- B. ASC issues this solicitation with the understanding that it may or may not lead to the eventual procurement of products or services.
- C. ASC reserves the right to reject any or all proposals received. Non- acceptance of a proposal will mean that one or more other proposals were deemed more advantageous

to ASC or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between ASC and the selected firm exists, or when ASC rejects all proposals.

- D. Each proposal shall be signed by a principal of the Proposer firm or another person who is fully authorized to act on behalf of the Proposer.
- E. ASC will not be responsible for any costs incurred by the insurance agent in the generation or submission of proposals, visits to the College, presentations given to ASC personnel, documentation provided to ASC personnel, production of marketing literature, or any other costs incurred while participating in this RFP process.
- F. ASC will exercise reasonable efforts to limit circulation of the insurance agent's proprietary materials. The agent must mark any submitted material which they regard as proprietary with a "CONFIDENTIAL" designation.
- G. All material submitted becomes the property of ASC and will not be returned.
- H. ASC reserves the right not to award a contract to any Proposer. If ASC decides to award a contract, ASC will award the contract to the qualified Proposer whose proposal best meets the needs of ASC. ASC reserves the right to award a contract other than to the lowest priced proposal.
- I. Companies submitting proposals agree to submit to all criteria set forth by the RFP and ASC for selecting an insurance agent and waive any and all rights to challenge or bring suit against ASC and the College based upon their selection. Failure to provide required information may be grounds for rejection of proposal.

VII. PROPOSAL FORMAT AND CONTENT

The Proposer will furnish complete pages, documents and information requested in compliance with these instructions. The manner of submission is essential to facilitate prompt evaluation of all proposals. Accordingly, ASC reserves the right to reject any proposal that has not addressed all requirements. All proposals are to be submitted in the format outlined in the requirements section below. These instructions are designed to ensure the submission of information essential to the understanding of the proposal. There is no intent to limit proposal content and any supplemental data that ASC should consider in evaluating the firm's proposal. This information may be included in a separate section. We encourage creative responses.

VIII. REQUIREMENTS

A. QUALIFICATIONS (KNOWLEDGE, EXPERTISE, CAPABILITIES)

1. Provide a statement giving a brief history of the Proposer's organization, how it is organized, how long has it been in business, and how its available resources will be utilized for ASC.
2. Provide information which highlights Provider's qualifications, particular expertise, knowledge and experience to provide insurance agent services. Provide examples of similar clients in size and scope with the appropriate references.
3. Identify and describe the specific staff that will be responsible for the services, their qualifications and contact information.
4. Please describe the financial stability of your company and provide audited statements of income and balance sheets for the past three years.
5. Please describe your company's involvement in relevant college and university associations. (NACAS, ACUHO-I, NASPA)

B. INSURANCE PRODUCT

1. Provide a summary description of the insurance company, its credentials including the history, how long has it been in business and available resources. Provide examples of similar clients in size and scope with the appropriate references.
2. Provide detailed analysis of the coverage and cost that the insurance company can provide for ASC.
3. Please describe the financial stability of the insurance company.
4. Provide the A.M. Best financial rating full profile including financial strength rating and the issuer credit rating.

IX. BASIS OF SELECTION

The following items are to be considered in the selection of the insurance agent/broker. The order in which the selection criteria are listed is not necessarily indicative of their relative importance. ASC reserves the right to reject any or all proposals if deemed in the best interest of ASC.

- A. Proposer's expertise, experience, and service capabilities
- B. Proposer's key staff proposed to be assigned to perform work for ASC.
- C. Proposer's past performance

- D. Proposer's access to specialized insurance markets
- E. Cost (fees and/or commissions)