

Request for Proposals for Liability Insurance Auburn Public Schools

1. Purpose:

The purpose of this Request for Proposals (“RFP”) is to obtain competitive proposals for Auburn Public Schools (the “District”) for liability insurance coverage.

2. Background:

The District has an enrollment of approximately 1,038 students in grades PreK through Grade 12. Presently the District has one preschool, one elementary school, one middle school, and one high school. The current Schedule of Values for the School District’s buildings is attached for reference. The district currently employs 139 employees, which includes administrators, teachers, instructional aides, custodians/maintenance and administrative assistants.

3. Current Insurance Coverage:

A current list of coverages is as follows:

Policy Type	Coverage
Property and Casualty	
Building and Facilities	
Builders Risk	
Package/Auto	
Boiler & Machinery	
Workers Compensation	
Excess Workers Compensation	
School Board Legal (E&O)	
Umbrella	
Excess Umbrella	
Flood	
Fidelity Bonds-SBA & Treasurer	
Blanket Accident-Volunteers	

4. Services to be provided to the District shall include, but not be limited to, the following:

- A. Insurer must advise the District of available plans of insurance that fit the District’s insurance needs.
- B. Insurer must assist the District in evaluating and settling all issues relating to the insurance provided, including regular reviews of loss reports.
- C. Insurer must provide the District with reasonable preliminary renewal figures during the budget process.

5. Pertinent Company Information Required in RFP:

See Insurer Response Form, attached.

6. Selection Process:

Each submission shall be evaluated in accordance with the criteria set forth below:

- A. Compensation/costs, including proposed premiums and deductibles
- B. Services to be provided
- C. Recommendations of references
- D. Experience and qualifications relating to similar work

Final determination will be made upon evaluation of the above criteria based on what is in the best interest of the Board, in its sole discretion.

All proposals shall be submitted to:

Mr. David Patton, Superintendent
Auburn Public Schools
1713 J Street
Auburn, NE 68305

The proposals will be reviewed by the Superintendent and the Board of Education. Upon review of the proposals, dates and times will be established for interviews, if needed.

Proposals are due in the office of the Superintendent or by email to the Superintendent **no later than noon Thursday, April 20, 2023. No facsimile proposals will be accepted.**

Proposals received in the office of the Superintendent after the date and time prescribed above shall not be opened and will be returned unopened.

7. Period of Proposal Validity:

All proposals must remain firm for a period of sixty (60) days after the date specified for the receipt of proposals.

8. Required Documents:

Provide the following documents with the proposal:

- A. Insurer Response Form

No interpretation of the meaning of the specifications or other contract documents will be made to anyone orally. All questions and requests for interpretation shall be in writing and faxed or

mailed to David Patton, Superintendent, Auburn Public Schools, 1713 J Street, Auburn, NE 68305, Facsimile: 402-274-5227. To be given consideration, requests for interpretation must be received at least seven days prior to the date fixed for the opening. Any written addenda to the specifications will be faxed, e-mailed or hand delivered to all prospective insurers known to the district at the respective addresses furnished by the prospective insurer not later than five days prior to the date fixed for the opening. Failure of any insurer to receive such addenda or interpretation shall not relieve any insurer from any obligation under its proposal as submitted. All addenda so issued shall become part of the contract.

INSURER RESPONSE FORM

Prospective insurers must address all of the following points in their proposal. If you feel that an individual item is not applicable to your proposal, you must clearly indicate this in the proposal.

1. Name of insurer.
2. Location of main office and branches.
3. Number of years insurer has been in business.
4. Listing of all current and former School Boards of Education and Municipal clients in Nebraska and years of services provided to each; include contact information for reference purposes.
5. Insurer personnel assigned to handle the District's account. Include a brief description with credentials and experience for each person and their responsibilities for the District.
6. Describe the proposed management of the account as specifically as possible. Your response must indicate that overall coordination of the account will be placed with an identified account manager. This individual's functions should be clearly described and any secondary personnel should also be identified and their roles defined. Also, the number of total clients serviced by the proposed management team must be included.
7. Describe how you would develop specifications for competitive quotes and provide this information to the Superintendent and/or Board.
8. Describe what other benefits and/or products you could provide the district.
9. Describe how you would review coverages for the district and evaluate the effectiveness.
10. Summary of coverage options available to the District, including costs for premiums and deductible levels.
11. Describe how your company will provide benefits to Auburn Public Schools and its community, and why Auburn Public Schools would be an important client of yours?