

**REQUEST FOR QUALIFICATIONS
for
Insurance Broker/Agent of Record
RFP 2026-03**



**Edmonson County Board of Education
100 Wildcat Way
Brownsville, Ky. 42210**

Released: March 18, 2026

Opening: April 3, 2026 at 2:00 p.m.

**Direct RFQ inquiries to Callie Ashley, Chief Finance Officer;
callie.ashley@edmonson.kyschools.us**



Edmonson County Board of Education

NOTICE OF REQUEST FOR QUALIFICATIONS FOR AGENT OF RECORD TO PROVIDE A COMPLETE EDUCATION INSURANCE PACKAGE

Date: **March 18, 2026**

Closing time of bidding: **April 3rd at 2:00 p.m. local time**

Sealed proposals are requested for serving as the agent of record for insurance for the Edmonson County Board of Education to provide Edmonson County Schools with services as an insurance agent including, but not limited to, assisting Edmonson County Board of Education (EBOE) in determining the insurance coverages to purchase in the fiscal year beginning **July 1, 2026 and ending June 30, 2027**, by obtaining proposals from insurance companies to provide such insurance, and serving as a liaison between ECBOE and the insurance companies while the coverage is in effect.

The objective measurable criteria used in evaluating the bids shall include the following:

1. The number and identity of school boards currently served by the agent.
2. The number and identity of insurance companies and types of insurance from whom the agent is authorized to obtain quotes.
3. Three (3) references from other clients of the agent.
4. The agent's specialized or professional credentials.

ECBOE reserves the right to waive defects and informalities in bids and reject all bids.

The District will receive sealed proposals until the time and date shown on the cover page. Delays in delivery cannot be waived, regardless of the cause.

Mail or deliver proposal to:

**Edmonson County Board of Education
ATTN: Callie Ashley
100 Wildcat Way
Brownsville, KY 42210**

Proposals should be marked on the outside of the envelope as follows: **“RFP 2026-03 Insurance Broker/Agent of Record”**

Proposals will not be publicly opened and read and will not be available for public review until all deliberations are concluded and contracts awarded.

Scope of Proposal/Specifications

The District requests proposals from qualified insurance brokers licensed to do business in the Commonwealth of Kentucky to assist the District with marketing, placement and servicing the District’s insurance policies for the 2026-2027 school year including the following types of coverage:

- **Workers Compensation**
- **Commercial Property & Liability (Auto and Fleet, General & Educators Legal Liability, Errors and Omissions, Property, Boiler, Umbrella)**
- **Cyber Liability**
- **Student Accident/Athletic Insurance**

The District intends to contract for insurance brokerage services including, but not limited to, brokerage and insurance marketing, account management, and risk management support services.

Multiple contracts may be issued in order to obtain quotes from as many insurance carriers operating in the Commonwealth of Kentucky as possible.

The contract will be for one year with the option of renewal for up to four (4) additional one-year terms on a year-to-year basis at the mutual agreement of both parties. It is the

District's intent to select the best apparent qualified company or companies to provide these services.

Procurement Process

The issuance of this Request for Qualifications (RFQ) constitutes an invitation to submit a proposal to the District.

The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of a submitted proposal in response to this RFQ sufficiently meets the criteria established, the right to seek clarification from any broker, the right to negotiate with any broker, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirety, the RFQ.

The District may, in its sole discretion, select more than one broker to provide the contemplated services and may, in its sole discretion, reduce or expand the scope of requested services.

The selected insurance broker or brokers will submit all required documentation on behalf of the District in order to obtain coverage and premium quotes. The insurance broker agrees to submit the District's information to all carriers for which the broker is designated the District's agent of record. The broker will negotiate with underwriters on behalf of the District. It will submit either a quote or a declination letter to the District from each carrier contacted. Failure to do so may result in immediate termination of the agent of record designation and may void any quotes the broker has already received and/or submitted, thereby giving an opportunity for the newly designated agent of record to obtain a quote.

After insurance is obtained, the broker will issue certificates of insurance, auto identification cards and other program documents as required. The broker will process endorsements and other program changes as required or as requested by the District.

General Information

The cost of preparing responses to the RFQ will **not** be allowable as direct or indirect charges under any resulting contract. The District reserves the right to refuse or reject any or all proposals submitted under the RFQ. The District shall be free to accept whichever proposal it deems most advantageous.

None of the statements contained herein shall be construed to be a warranty or representation; the District, its officials, employees, agents and consultants shall not be liable to any persons for any statements herein.

Proposals submitted will be evaluated based on best apparent qualified bidder considering the services needed by the District as outlined in the Request for Qualifications. The District is under no obligation to contact bidders for clarification, but reserves the right to do so.

The responder must ensure its proposal to be complete and all required information is furnished including proper signatures, required responses, and other information outlined in the RFQ. Failure to do so may result in the disqualification of the responder's proposal.

The successful applicant(s) will be required to comply with all state and federal applicable fair employment and non-discrimination laws and regulations.

Terms and Conditions

Broker must have and be able to provide documentation for all applicable local, state, and federal licensing.

Policy beginning and ending dates will be **July 1, 2026 and ends on June 30, 2027**.

Either party may terminate the agreement at any time without cause by giving the other party not less than ninety (90) days prior written notice of its intent to terminate.

Adjudication of disputes regarding submittal of proposals or compliance with regulation pertaining thereto shall be under the authority of the District.

No Board member, officer, or employee of the District shall benefit financially or materially from this agreement except as provided by applicable Kentucky Revised Statutes.

Issuance of this RFQ in no way constitutes a commitment by the District to award a contract or to pay any costs incurred in the preparation of a response to this request. The District will assure its best efforts to provide reasonable and timely resolution to questions of policy or procedures as they may effect this RFQ.

Broker experience and qualifications are a major factor in the selection process. During the life of the contract, broker must insure that qualified, experience personnel service the contract. Broker experience with Kentucky public schools will be a key consideration.

Format and Content of Proposal for Insurance Broker/Agent of Record Services

Proposals shall adhere to the following format:

- Cover page with broker's name, address, and telephone numbers
- Introductory letter from the broker's principal summarizing experience
- Firm's background, history, and staff
- List of risk management services that can be provided to the District
- Detail of claims processing procedures
- Responses to Mandatory Response Questions listed on final page

Submit five (5) original copies of the Proposal.

Submit a cover letter, which includes a summary of the broker's ability to perform the services and enter in a contract with the District. The cover letter must be signed by a person having the authority to commit the agency to a contract.

Please answer the Mandatory Response Questions shown on the following page.

Mandatory Response Questions

Responses to the following questions are mandatory. You may respond to the questions below (and attach any necessary additional pages) or as part of your proposal. If you choose to respond within your proposal, you must have a section of your proposal clearly identified as **“Mandatory Responses to Questions”** and questions must be numbered and retyped exactly as below.

Firm Name: _____ Authorized Signature: _____

- 1. What lines of insurance (Workers Compensation, Student/Athletic Accident or Commercial Property & Liability, etc.) are you interested in providing to the District?**

- 2. List the Kentucky public school boards you currently serve. What is the length of time you have worked with these public school boards?**

- 3. Please list the names, contact persons, and telephone numbers of at least three (3) Kentucky public school districts that you currently serve that we may call for references.**

- 4. What insurance carriers licensed in the state of Kentucky (for the lines of insurance specified in #1) can you access directly? What are their AM Best ratings?**

- 5. What additional value-added services do you provide to your Kentucky public school boards clients at no additional charge?**

- 6. Are there other additional services you will provide for additional fees? What are they and what are the additional fees?**

7. How will you assist us with the competitive marketing and placement of our plans, including development of marketing specifications, identification of market conditions, evaluation of proposals, negotiations, and placement of insurance contracts for annual renewals?

8. Furnish a list of insurance companies, third-party administrators, and other providers for which the consultant is an authorized agent or broker.

9. How will you save Edmonson County Schools money? How will you demonstrate the savings?

10. How will you help with the management of insurance, including monthly (or quarterly) supervision and/or preparation of claims activity reports from carriers; executive summary reports; underwriting analysis for annual renewals; annual financial projections for budgeting purposes; and alternative funding analyses?

11. Describe your proposed form of compensation (e.g., commission, annual retainer, and fee-for-service). If you are proposing a fee, please include your fee schedule and/or hourly rates. If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.