

REQUEST FOR PROPOSALS (RFP)
INSURANCE BROKER SERVICES

Issued: April 1, 2022



Kickapoo Tribe of Oklahoma
P.O. Box 70
McCloud, Oklahoma, 74851

Procurement Director, Aaron Harley
Aaron.harley@okkthc.com
405-964-2081

Deadline for Questions:
April 11, 2022 (5:00 p.m. CDT)
Response to Questions Posted by:
April 15, 2022 (5:00 p.m. CDT)
Proposals are due:
April 25, 2022 (11:59 p.m. CDT)

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Introduction

The Kickapoo Tribe of Oklahoma (KTO) is soliciting proposals for an experienced and qualified Insurance Brokerage to assess KTO’s insurance needs, provide insurance recommendations and secure comprehensive insurance policies on behalf of KTO.

KTO’s current Property Insurance policies are due for renewal on July 1, 2022.

This request for proposals (RFP) describes the project, the required scope of services, the consultant selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

Background

The Kickapoo Tribe of Oklahoma is a federally recognized Sovereign Nation by Treaty and protected by the United Nations with Resolutions adopted by member states and accepted into law. The Kickapoo

Tribal headquarters and complexes are located in McLoud, Oklahoma and governed by a 5-member Business Committee.

The Kickapoo Tribe of Oklahoma operates the following facilities:

1. Kickapoo Tribal Health Center
2. Kickapoo Casino Harrah
3. Kickapoo Casino Shawnee
4. Kickapoo Convenience Store
5. Kickapoo Housing Authority
6. Kickapoo Head Start
7. Kickapoo Day Care
8. Kickapoo COVID Quarantine Facility

The Kickapoo Tribe of Oklahoma operates in the following locations:

- McLoud, Oklahoma
- Harrah, Oklahoma
- Shawnee, Oklahoma
- Eagle Pass, Texas
- Douglas, Arizona

The successful broker shall provide a full range of services, including but not limited to the procurement of KTO insurance coverages, assisting staff with insurance related issues and providing detailed, written insurance coverage recommendations to be approved the Kickapoo Tribe of Oklahoma Business Committee.

Description of Insurance Coverage

The Kickapoo Tribe of Oklahoma's current insurance coverage includes, but is not limited to the following:

- **Workers Compensation**
- **Property, Auto & Machinery**
- **Tribal Officials Errors & Omissions**
- **General Liability**
- **Crime Coverage**
- **Other coverages as requested by the KTO**

Scope of Proposal

We are looking for a broker/consultant to provide a wide range of services related to our insurance and risk management program. We are seeking a broker authorized to do business in the State of Oklahoma, with experience in similar size entities and lines of business.

The broker must obtain all levels of insurance for KTO and its entities, including the following activities:

1. Designate and name, in writing, a service team that will be available to KTO at any time upon reasonable notice on all matters relating to insurance matters.
2. Make coverage recommendations in terms of exposure, policy terms, and conditions, service capability and pricing.
3. Obtain insurance coverage and premium quotations for KTO.
4. Prepare coverage with financially sound and stable carriers. Obtain favorable pricing.

5. Provide a service team to identify and analyze exposures to accidental loss or damage and develop necessary methods to remedy exposures. Monitor the results and adjust, as necessary.
6. Provide staff support to assist in the annual update of KTO's property schedule, including researching any details about said property requested by insurance carriers.
7. Utilize standard policies where requirements are not unique and there are advantages to doing so.
8. In January of each year, prepare a forecast for the next fiscal year (July 1 through June 30) of insurance premiums and services costs, and provide notice to interim changes when anticipated.
9. Coordinate the servicing of claims, including claims audits as directed by the Business Committee or administrative staff.
10. As mutually agreed, initiate marketing of renewal lines of coverage at least three months in advance of expiration.
11. Develop specifications and market the coverage as required within 60 days of renewal, present renewal options to the KTO as directed.
12. Assist in negotiating changes to insurance policy language with underwriters as needed
 - o Document any negotiated changes, and review actual policies once obtained to ensure that negotiated provisions are correct and worded accordingly.
13. Bond, place, and invoice coverage promptly; deliver policies within 90 day of coverage going into effect.
14. Upon receiving notice of a claim from KTO, place appropriate carriers on notice of claim, but do not tender claim unless coverage is refused.

Proposal Requirements

General

The proposal should be concise, well organized, and demonstrate the proposer's qualifications and experience.

The written proposal must include a discussion of the proposer's approach, a breakdown and explanation of project tasks, a proposed project schedule, and estimate of costs, and documentation of the firm and consultant's qualifications for the scope of work.

The proposer will be evaluated based upon the information submitted in accordance with the evaluation criteria and compliance with all requirements of this RFP.

Company Overview

1. Briefly describe your organization, including number of locations and employees.
2. Location where is your company is headquartered?
3. Please briefly describe your company ownership.
4. Provide you company's financial status and stability.
5. List other clients that are similar to KTO and how long they have been clients.
6. Provide at least three (3) references with their contact information and length of service with your organization.
7. Provide an organization chart of employees that would be working closely with us.

Brokerage and Consulting Services

1. Provide an overview of your Brokerage and Consulting Services.
2. List all insurance types that you broker (i.e. Property Coverage, General Liability, and Cemetery Errors & Omissions etc.)
3. Which carriers are you associated with?
4. What can we expect for the day-to-day servicing of our account?
5. Describe how your organization tracks objectives and activities associated with our organization.
6. Describe how your organization tracks and audits claims.
7. What type of additional services and resources do you provide?
 - Please describe each and list any associated costs.
8. Describe your customer service structure and hours of operation.
9. Is the pricing structure of your services a flat fee or a commission-based structure?
10. Describe your staff actuarial abilities.

Responsiveness/Experience Requirements

1. Firm must have a minimum of five years' experience
2. Comprehensive technical familiarity with the core tasks.
 - Please provide at least three references familiar with your company's past work.

Certifications

As part of the proposal package, proposers must include the following signed certification:

1. Certification Regarding Debarment, Suspension, and
2. Conflict of Interest Statement

Detailed Cost Estimate

Provide a detailed cost estimate that includes the proposed form of compensation, method of payment, and dollar amount to provide all services

Submission Requirements

Responses are due by 11:59 P.M CDT on Monday, April 25, 2022. All responses and supporting documentation must be submitted in electronic PDF format.

Please direct responses via email to:

Procurement Director, Aaron Harley
Aaron.harley@okkthc.com
405-964-2081

Confidentiality

This RFP and the information contained herein belong to KTO and considered confidential business information of the KTO. The information shall be intended only for your company's use in preparing a

response to this Request for Proposal, and may not be communicated to any other parties, either internally or externally, that are not directly involved in preparing your company’s response.

Notifications

Vendors will be contacted for additional information or clarification of proposals following submission. After the receipt of all vendor proposals that meet the above deadline, a “concise list” will be created, of which the included vendors will be notified to continue in the selection phase and present onsite interviews.

Evaluation Criteria

Proposers detailed cost estimates and/or a determination of which proposal offers the best value to KTO will be part of the evaluation process. Proposers detailed cost estimates will have the value assigned below in the evaluation criteria descriptions.

KTO will evaluate all proposals submitted as described above in accordance with selection criteria deemed critical to the success of this initiative. KTO reserves the right to (1) reject any or all proposals, and (2) waive formalities and irregularities in proposals received.

Proposals will be evaluated based on the following criteria according to the weights assigned below:

Technical Capabilities and Project Approach	25 Points
Experience in Performing Similar Services:	25 Points
Cost or Best Value:	20 Points
Staff Qualifications:	20 points
Indian Preference (firms must certify as at least 51% Indian owned):	10 points
Total	100 Points

Schedule for Selection Process

The following tentative schedule will be used in nominating, selecting a consultant/firm, and awarding the contract:

Distribute RFP	Friday, April 1, 2022
Submit RFP Questions via Email	Monday, April 11, 2022
Responses to RFP Questions	Friday, April 15, 2022
RFP Responses Due	Monday, April 25, 2022
Conduct On-site or Web Interviews (if utilized)	Wed – Friday, April 27-29, 2022
Selection of Vendor	Wednesday, May 4, 2022

Special Conditions

- By the issuance of this RFP, KTO is not obligated to award a contract. KTO maintains the right to accept any or all or reject any, all or part of the proposal. KTO may reject bids without providing the reason(s) underlying the declination. A failure to award a contract to the lowest bidder will not result in a cause of action against KTO.
- KTO shall not be responsible for any costs involved in the preparation of proposals, their presentation, or site visits. No vendor awarded a contract because of this RFP may charge any costs associated with preparing or presenting the proposal back to KTO.
- KTO reserves the right to cancel or revise, for any or no reason, in part or in its entirety, this RFP. If KTO cancels the RFP prior to the deadline for proposals or revises the RFP, notification will be placed on www.kickapootribeofoklahoma.com
- All proposals submitted will be reviewed in accordance with Federal Procurement Rules and KTO Procurement guidelines.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Certification:

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below:

It will comply and facilitate compliance with code of federal regulations "No procurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (No procurement)," 2 CFR part 180.

To the best of its knowledge and belief, that it's Principals and Subs at the first tier are eligible to participate in covered transactions of any Federal department or agency and are not presently:

1. Debarred,
2. Suspended,
3. Proposed for debarment,
4. Declared ineligible,
5. Voluntarily excluded, or
6. Disqualified

Its management has not, within a three-year period preceding its latest application or proposal been convicted of, or had a civil judgment rendered against any of them for:

1. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction, violation of any Federal or State antitrust statute, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
2. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection of this Certification.
3. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification.

If, at a later time, the undersigned receives any information that contradicts the statements made herein, it will promptly provide that information to the KTO.

Company Name: _____

Name and Title of Authorized Official _____,

Signature of Authorized Official _____ **Date** ___/___/___

CONFLICT OF INTEREST STATEMENT

Proposer certifies that no Kickapoo Tribal Organization (KTO) employee or family members will receive a benefit from these payments, except as disclosed below KTO. Failure to disclose this information may result in the elimination of your proposal from consideration.

Proposers shall provide a list of all entities/individual(s) with which it has relationships that create, or would appear to create, a conflict of interest with the work expressed in this RFP. The list should indicate the name of the entity/individual, the relationship to the Proposer, and a discussion of the conflict.

Prior to awarding an agreement, this RFP will be decided upon by the KTO Business Committee.

Proposers must provide a description of relationships with any Business Committee member that would create, or would appear to create, a conflict of interest.

The undersigned Proposer discloses the following actual or potential, direct or indirect conflicts of interest:

Company Name: _____

Name and Title of Authorized Official _____,

Signature of Authorized Official _____ **Date** ____/____/____

VENDOR REGISTRATION FORM

RFP Number:

RFP Description:

Company Name/Vendor:

Address:

City/State/ZIP:

Contact Person:

Title:

Office Phone Number:

Fax Number:

Cell Number:

Email Address:

Website:

DUNS:
