

REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL INSURANCE BROKERAGE SERVICES

For the

BOISE CITY / ADA COUNTY HOUSING AUTHORITIES
SHORELINE PLAZA, INC. / AFFORDABLE HOUSING SOLUTIONS, INC.

ISSUE DATE: Saturday, May 27, 2017

CLOSING DATE AND TIME: Thursday, June 15, 2017

INVITATION / PURPOSE

Qualifications are now being accepted by the Boise City/Ada County Housing Authorities (Housing Authorities); Shoreline Plaza, Inc. and Affordable Housing Solutions, Inc. for professional insurance broker (Broker) to represent the Housing Authorities; Shoreline Plaza Inc. and Affordable Housing Solutions, Inc. in various commercial insurance markets including but not limited to property, casualty, liability, flood, auto, officers and directors. The company will be a qualified Broker in the public entity market and will serve as Broker of Record for the specified policies. **The Housing Authorities; Shoreline Plaza, Inc. and Affordable Housing Solutions, Inc. are NOT requesting insurance quotations at this time and expressly prohibit prospective brokers from quoting or approaching carriers at this time.**

SUBMISSION LOCATION:

All proposals must be received at the following address by 3:00 PM on June 15, 2017.
Proposals received after this date and time will not be considered.

Attn: Diana Meo, Finance Director
Boise City/Ada County Housing Authorities
1276 River Street, Suite 300
Boise, Idaho 83702

Proposals must be submitted in a sealed envelope, and the outside of the envelope must be marked:
“PROFESSIONAL INSURANCE BROKERAGE”

Questions regarding the RFQ must be directed in writing to Diana Meo. Questions may be e-mailed to dmeo@bcacha.org or mailed to the address above. The Boise City/Ada County Housing Authorities are an equal opportunity employer and contracting agency.

BACKGROUND INFORMATION

The Boise City/Ada County Housing Authorities – two separate Housing Authorities operating as one - are political subdivisions both corporate and politic organized under the laws of the State of Idaho to provide low rent and subsidized housing to qualified individuals in accordance with the rules and regulations set forth by the US Department of Housing and Urban Development and other federal agencies. Shoreline Plaza, Inc. is a component unit of Boise City Housing Authority. Affordable Housing Solutions is a 501c(4) non-profit supporting organization for the Housing Authorities.

The Housing Authorities operate on a fiscal year. For the year ended September 30, 2016, the audited financial statements showed total capital assets as follows:

Ada County Housing Authority:

Land 127,813
Construction in Process n/a
Buildings and Improvements 812,452
Furniture and Equipment 271,790
Accumulated Depreciation (858,267)
Capital Assets (net) \$353,788

Boise City Housing Authority:

Land 2,071,150
Construction in Process 16,888
Buildings and Improvements 29,273,234
Furniture and Equipment 2,390,715
Accumulated Depreciation (20,764,576)
Capital Assets (net) \$12,987,411

The Housing Authorities employs approximately 42 full time and 2 part time employees.

TERM OF CONTRACT

The professional services contract will commence on August 1, 2017, and extend for an initial period of one year. The Housing Authorities shall have the option of renewing the relationship for up to four (4) additional one year terms. Notice of the Housing Authorities' intent to renew will be made at least sixty (60) days prior to normal contract expiration.

SCOPE OF WORK

- Perform services necessary to replace insurance coverage expiring September 30, 2017.
- Possess an understanding of the Housing Authorities' needs in specialized areas and provide input to management as to areas of modification or improvement.
- Provide safe / loss control services and documentation as requested.
- Perform other services customarily expected of a broker for the duration of the agreement.
- Act as the liaison and advocate for the Housing Authorities with underwriters and claims staff.
- Provide all carrier quotations received from carrier underwriters with detailed recommendations to the Housing Authorities of which proposal would best meet the Housing Authorities' needs.
- Verify the accuracy and adequacy of policies, endorsements, coverage, and premiums, noting in writing any variations from the previous year, or from conformance with specifications.
- Assist in determining proper limits and coverage for exposures common to Housing Authorities in general and businesses in the Boise City and Ada County area specifically.
- Assess insurance company stability, solvency and service records.
- Deliver insurance policies or binders during term of coverage.
- Accurately amend policies, as needed.
- Upon request, provide timely, verbal or written interpretation of coverage. Provide policy maintenance and issue binders and certificates when required.
- Assist the Housing Authorities in developing insurable values for all real and personal property.

ADMINISTRATIVE INFORMATION REQUIREMENTS

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification.
3. Name, address and telephone number of Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
 - a. Provide names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
 - b. If a Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.
 - c. If the Respondent is a partnership or joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - d. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
5. The number of years Respondent has been in business under the present name.
6. The number of years Respondent has been under the current management.
7. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
8. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
9. Identify and confirm possession of appropriate federal and state licenses to perform activities.
10. An executed letter of intent.
11. An explanation of the respondent's billing approach for these services (i.e., would the respondent bill these services outlines in this RFQ on a monthly basis as a profession fee, or on a percentage bases of insurance premiums.)

PROFESSIONAL INFORMATION REQUIREMENTS

Respondent shall submit:

1. A description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a. Description and scope of work by Respondent.
 - b. Name, address and contact information of reference to the RFQ.
 - c. Explanation of perceived relevance of the experience to the RFQ including Board Certification in relevant areas of practice.
2. Brief description of Respondent's relevant clients during the last three (3) years.
3. Resumes of key employees, and an indication of which employees would be directly working with the Housing Authorities.
4. A narrative statement of the Respondents understanding of the Housing Authorities' needs and goals.
5. List all immediate relatives of Principal(s) of Respondent who are Housing Authorities employees or appointed officials of the Housing Authorities. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
6. Limits of Malpractice insurance coverage and name of insurance carrier.
7. A brief description of other engagements where services of the type proposed was provided in the past five (5) years. If contact information is provided, the Housing Authorities may obtain references from any of the parties listed.
8. A listing of all professional organization memberships.
9. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion, including the attendance at meetings, as necessary.

EVALUATION

The Housing Authorities' objective in soliciting Qualification Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the Housing Authorities. The Housing Authorities will consider Qualification Statements only from Respondents that, in the Housing Authorities' sole judgment, have demonstrated the capability and willingness to provide high quality services to the Housing Authorities in the manner described in the RFQ.

Qualification statements will be evaluated by the Housing Authorities and Qualified Respondents will be selected based on the evaluation factors set forth:

1. Experience and reputation in the field;
2. Knowledge of a housing authority and the subject matter of the pertinent contract;
3. Availability to accommodate the required meetings of the Housing Authorities;
4. Pertinent insurance brokerage experience; and
5. Other factors demonstrated to be in the best interests of the Housing Authorities.

Each Qualification Statement must satisfy the objectives and requirements detailed in the RFQ. The Housing Authorities will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in the RFQ. Successfully Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The Housing Authorities reserves the right to:

1. Not select any of the Qualified Statements;
2. Award a contract for the requested services at any time within the qualification period.

Every Qualification Statement should be valid through the entire qualification period.

The Housing Authorities shall not be obligated to explain the results of the evaluation process to any Respondent. Further, the Housing Authorities shall not be liable for, nor pay any costs incurred by the responding firms relating to the preparation or presentation of Qualifications. Any objections to this RFQ must be received by the Housing Authorities at least 3 business days prior to the bid due date and time.