

PROFESSIONAL INSURANCE BROKERAGE AND CONSULTING SERVICES

**FOR THE
MUSIC CITY CENTER**

RFP #109-2023



BEFORE WE BEGIN...

- Please Sign – In
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

AGENDA

- I. Welcome/Introductions
- II. RFP Overview and Highlights
- III. Important Dates
- IV. Submission Requirements
- V. Q & A Session

INTRODUCTIONS

Jasmine Quattlebaum

Director of Purchasing/DBE

Charles Starks

President & CEO

Melaneice Gibbs

Purchasing/DBE Coordinator

Heidi Runion

**Director of Finance &
Administration**

RFP OVERVIEW AND HIGHLIGHTS

The Authority is looking to seek offers from qualified firms who are certified to perform Professional Insurance Brokerage and Consulting Services.

Any contract resulting from this RFP will be a **three (3) year term with a one-time option to extend for one (1) additional two-year term** at the sole discretion of the Authority.

RFP OVERVIEW AND HIGHLIGHTS

Scope Detail:

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

- Current coverage is on an annual basis from July 1st to June 30th. We are open to a change in annual coverage dates if it is advantageous for rates or convenience.
- **Evaluation of the existing MCC property and casualty insurance program and suggest recommendations for additions or changes to coverages and limits of insurance at least 60 days prior to new coverage date**
- Marketing the MCC property and casualty insurance program and obtaining competitive quotes, pursuant to a competitive and public bidding process.

SUMMARY OF MAJOR COVERAGES

Type of Insurance	Coverage Amount
Property Insurance (Affiliated FM)	\$772 Million
<i>Limits Included in Property Policy:</i>	
Flood	\$50 Million
Earthquake	\$100 Million
Boiler & Machinery	\$772 Million
Business Interruption	Included
General Liability (Selective)	
General Aggregate (other than Products)	\$4 Million
Products - Completed Operations Aggregate	\$4 Million
<i>Limits Included in General Liability Policy:</i>	
Personal and Advertising Injury	\$2 Million
Each Occurrence	\$2 Million
Damage to Premises Rented	\$500,000
Medical Expense	\$15,000
Liquor Liability	
Aggregate Limit	\$4 Million
Each Common Cause Limit	\$2 Million
Umbrella (Distinguished Programs/ Selective)	\$140 Million
Business Auto (Selective)	
Liability	\$1 Million
Medical Expense	\$5,000
Workers Comp (Selective)	
FY23 Estimated Salaries/Wages	\$10.59 Million
Fine Arts (AXA)	\$2 Million
Public Officials E&O (XL Catlin Group/Chubb)	\$10 Million
Equipment Floater	\$713,000
Cyber (Beazley)	\$5 Million
Cyber Excess	\$5 Million
Blanket Crime Insurance (Travelers)	
Employee Theft/ERISA Fidelity	\$1 Million
Forgery or Alteration	\$1 Million
On Premises/ In Transit	\$1 Million
Computer Crime	\$1 Million
Funds Transfer Fraud	\$1 Million
Claims Expense	\$15,000

RFP OVERVIEW AND HIGHLIGHTS

Scope Detail:

- Review the individual policies for accuracy and completeness prior to delivery to MCC.
- Advising, reporting, handling all claims and monitoring the claims.
- **Perform a semi-annual loss review and presenting a semi-annual loss report.**
- **Analyze exposures, design and implement a comprehensive insurance and risk financing program, and make recommendations for coverage and unique endorsements.**
- Attend Board of Directors and Committee Meetings as necessary

RFP OVERVIEW AND HIGHLIGHTS

Required Reporting Services:

- Conduct a pre-renewal meeting to evaluate the following: Plan experience, renewal projections, plan design review utilizing benchmarking data, discussions of plan offerings and a final renewal meeting to finalize budgeting, rates, contribution structure and plan offerings.
- Once coverage is bound, provide a summary excel spreadsheet showing all lines of coverage to include carrier, dates, commission rate, premiums, taxes & fees, and payment terms.
- Development of a report outlining the initial renewal fees and/or rates by line of coverage, negotiated renewal and recommendations.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities:

Provide day-to-day services including and without limitation:

- Maintain and provide updated schedules of insurance.
- Maintain copies of all insurance policies including a specific listing of expirations.
- Supervise premium payments to insurance companies.
- Obtain insurance quotations for designated lines of business as requested by the Authority; analyze quotations and coverage conditions received and make recommendations as appropriate.
- Negotiate and procure insurance renewals.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities:

- Analyze and make recommendations regarding loss sensitive or alternative risk financing mechanisms.
- Assist in filing and monitoring all claims with carriers after a loss has occurred.
- Assist in reviewing property values and business interruption values.
- Assist in the preparation of all insurance documents, including applications, underwriting submissions and other information required by insurers
- Review premium audits to ensure accuracy.
- Recommend risk management and loss control programs as appropriate.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities:

- Establish program objectives.
- Identify any outstanding issues.
- Conduct review of historic loss experience.
- Recommend future property and casualty insurance and risk finance program strategies.
- Consult with Authority on insurance related questions from service providers/vendors to licensees, prospective licensees, and tenants.

COMMITMENT TO DIVERSITY

- It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.
- Encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.

- DBE Primes are required to complete PNP
- **Covenant of Non-Discrimination (Exhibit A)**
 - Must be notarized
- **Good Faith Effort Statement Form (Exhibit B)**
 - Provide written notice to at least three (3) available certified MWBEs
 - The first three items on this form must be initialed
- **Good Faith Effort Verification Form (Exhibit C)**
 - Must include the individual's or entity's name, business location, and information requested
 - Back-up documentation supporting the outreach (i.e. Copies of email threads).

EVALUATION CRITERIA

- **Business Plan**

*Total points available for this criterion are 40 points
Don't forget Exhibit F*

- **Qualification of Firm**

Total points available for this criterion are 10 points.

- **Cost Criteria**

Total points available for this criterion are 30 points.

- **Reference Projects**

Total points available for this criterion are 10 points.

- **Diversity Plan**

Total points available for this criterion are 10 points.

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	November 8, 2023
Responses to Inquiries	November 15, 2023
RFP Submissions Due	December 7, 2023 @ 3pm *No Exceptions

SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - NO EXCEPTIONS.
- Hand Delivery Option: Administrative Offices
600 Koreans Veterans Blvd
- UPS or FedEx Option: Music City Center House Docks
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read V F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include required amount of copies (6) and (1) electronic copy (i.e. USB drive)
- **Bind proposals (i.e. 3 prong folder, 3 ring binder, spiral binding, etc.)**
- Organize and label tabs using dividers in order listed in RFP
- Ensure to include all required Exhibits

SUBMISSION REQUIREMENTS

- Read Section III. Diversity Plan thoroughly (10 pts)
 - Use Exhibit D
- Read Section III. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**
 - **Good Faith Effort Statement Form (Exhibit B)**
 - **Good Faith Effort Verification Form (Exhibit C)**

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.
- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/business-opportunities>