

REQUEST FOR PROPOSAL (RFP)
FOR BROKER SERVICES
FOR
PROPERTY & COMMERCIAL INSURANCE



TULE RIVER TRIBAL COUNCIL
&
EAGLE MOUNTAIN CASINO

No. TRTC-36-2019

JULY 1, 2019

ISSUED BY: INSURANCE COMMITTEE

DUE BY: 5:00 PM, JULY 31, 2019

BACKGROUND AND OBJECTIVES:

The Tule River Tribal Council is soliciting proposals from Insurance Broker/s to provide insurance coverage on the following: General Liability, Property, Crime, Commercial Auto, Excess Liability, Aviation, Difference in Condition and Workers Compensation.

Proposal should address the following items:

Perform general services as requested, including identifying issues and exposures; negotiating on the behalf of the Tule River Tribe with insurance carriers; keeping Tule River informed of the significant developments affecting its insurance coverage. The respondent selected as the broker of record shall be authorized to represent and assist the Tule River Tribe in discussions and transactions with all insurance carriers, provided the broker shall not place any insurance on behalf of the Tribe unless so authorized in writing.

Review Policies and endorsements for accuracy and conformity to specification and negotiated coverage's.

Providing coverage summaries to Tule River Tribe for all new coverages and updates. Processing or facilitating the process of certificates of insurance, as requested by Tule River Tribal Council.

The broker shall forward Tule River Tribe's claims to the insurance carrier while monitoring the claim status and assist in obtaining timely resolutions of the submitted claim.

Broker must attend regular, special and/or emergency meetings, as the Tule River Tribe deems necessary. Provides regular risk management services to the Tule River Tribe and its staff.

Proposals submitted by the respondent must meet or exceed the professional, administrative and financial qualifications set forth in this section and shall incorporate the information requested.

Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The initial Term of the insurance policies to be procured by the Broker will begin October 1, 2019 and last for three (3) years; current policies expire on September 30, 2019.

INDIAN PREFERENCE

The Tule River Tribal Council shall, to the greatest extent feasible provide preference to qualified Indian-owned economic enterprises and Indian organizations and shall, to the extent feasible, maintain and/or refer to lists of qualified Indian supply sources. The Tule River Tribal Council must determine qualifications of Indian-owned Economic Enterprise; (a) the Indian Ownership must not be lesser than 51%, (b) the control and interest must be with the Indian owner, (c) the organization structure and financing of the enterprise's management and at least 51% profit sharing resides with the Indian owner. The Tule River Tribal Council shall require a statement from all contractors agreeing to provide Indian preference in subcontracting, training, and employment, and shall specify the method to be used. The Tule River Tribal Council shall document its efforts in providing Indian preference. If no quotations are solicited or received from Indian-

owned economic enterprises or Indian organizations the Tule River Tribal Council shall document the procurement file with the reasons for the lack of Indian participation.

SUBMISSION OF PROPOSAL

One (1) original copy and one (1) USB digital copy of the proposal shall be submitted. Attachment 1 shall be included in the packet regarding suspension and debarment. All proposals must be submitted in a sealed envelope or box. Proposals shall remain confidential until the committee has reviewed all proposals, finalist's interviews have been scheduled and the intent to award a contract has been made. The Tule River Tribe shall exercise its Tribal Sovereignty and shall retain the right to reject any and all proposals as deemed necessary.

Proposals shall be submitted to:

Tule River Tribal Council
Attn: Corina Harris
Procurement Director
340 N. Reservation Road
Porterville, CA 93257

All documents must be received by the Tule River Tribal Administration Office on or before 5:00 PM on July 31, 2019. Postmarks and Late Submittals will not be accepted.

GENERAL INFORMATION

- 1) Letter of Transmittal-Company name, address, telephone number, fax number, email address and contact person.
- 2) Qualifications-Experience of firm, key personnel, including partners, sub-partners.
- 3) Legislative Compliance-inclusion of suspension and debarment.
- 4) Fee Proposal.
- 5) Incomplete proposals shall be considered non-responsive.
 - a. This request does not constitute an offer of employment or to contract for services.
 - b. Subsequent to issuance of this RFP, the Tule River Tribe (through issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement, or amend the provisions of this RFP in order to respond to inquiries received from prospective respondents or as otherwise deemed necessary or appropriate by (and sole judgment of) the Tule River Tribal Council.
 - c. The Tribe reserves the right to retain all proposals submitted for consideration.

- d. Proposals should conform to the following: All pages are to be numbered and shall include a table of contents. Experience of references may be included as additional exhibits or attachments.

Neither the Tule River Tribal Council, nor their respective staffs, consultants nor advisors (including but not limited to the insurance committee) shall be liable for any claims or damages resulting from the solicitations or preparation of the proposal, nor will there be any reimbursement to respondents for the cost of preparing and submitting a proposal for participating in this procurement process.

RESPONSIVENESS/ EXPERIENCE REQUIREMENTS:

Proposal content and completeness will be important criteria in the evaluation process. In order to streamline the evaluation process and insure that all proposals are evaluated on an equal basis, it is required that proposals adhere to the standard format outlined below for presentation:

- 1) Letter of transmittal: The respondent must provide a letter of transmittal signed by the individual who is authorized to commit the firm to the scope of services contained in this RFP and the firms responding proposal.
- 2) Letter must incorporate the following:
 - a. Acknowledgement of the receipt of this RFP stating that it is understood that all conditions contained in this RFP may be incorporated into any resulting contract.
 - b. Provide narrative statement of the respondents understanding of the Tule River Tribal Councils needs and goals.
 - c. A statement that guarantees that the proposal is valid for 90 days from the date of receipt by the Tule River Tribal Council.
 - d. Statement of acknowledgement that all information contained in the proposal is factual and accurate.
 - e. Statement that respondent is in compliance with all applicable affirmative action regulations.

EXPERIENCE OF THE FIRM:

Respondent must demonstrate the experience and qualifications of the firm. Respondent must provide the following:

- 1) Brief History of the firm; highlight the benefits the firm believes it can contribute to the Tule River Tribe.
- 2) Explanation of fields of expertise and any other information the respondent deems pertinent, which demonstrates an ability to perform the requested services.

- 3) Experience working with Indian Tribes with knowledge of work in Indian Country.
- 4) Key Personnel Experience: Must demonstrate the experience and qualifications of the firm and its professionals who will be performing work for Tule River Tribal Council. Respondent shall provide the following:
 - a. Resumes of the professionals who will be assigned and committed to the Tule River Tribe, identify each professions status in the firm, i.e., partner, associate, etc., and his or her applicable experience.
 - b. A list of all immediate relatives of Principal(s) of respondent who are Tule River Tribal Employees, elected officials of Tribal Council. 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 by reason of relation.
- 5) Other information respondent deems pertinent, which demonstrates an ability to perform the requested services.
- 6) The Tule River Tribal Council shall require the supplier/s to sign on the certification regarding debarment, suspension and other responsibility matters primary covered transaction (form #PP10-02). View Attachment.

FEE PROPOSAL:

- 1) Identify the proposed fee for the provision of services described in contents of proposal response. The respondent must include a one-time financing fee, annual fee (if any).

SUBMISSION OF PROPOSAL:

- 1) Respondents must submit an original and one (1) USB digital copy of their proposal to designated contact person. To be responsive, proposals must provide all requested information and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, signed and acknowledged by the respondent.

EVALUATION:

The Tribe’s objective in soliciting proposal is to enable it to select a firm or organization that will provide high quality and cost effective services to Tule River Tribe. The Tule River Tribal Council will consider proposals only from firms that, in the Tribe’s judgement, have demonstrated the capability and willingness to provide high quality services to the members of the Tule River Tribe.

- A. Size, resources (safety, loss control, risk management) and reputation in the field.
- B. Service Team Experience.
- C. Special expertise in providing insurance brokerage services to Tribal Entities.
- D. Ability and availability to accommodate the professional needs of Tule River.

- E. Access to insurance Providers, online website capabilities.
- F. Responsiveness to the request for proposal.
- G. Other Factors determined to be in the best interest of the Tule River Tribe.

OTHER

- 1) Describe any other facets of your organizations and your firms' experience that are relevant to this proposal, which have not been previously described, and that you feel warrant consideration.

2) RFP TIMELINE

- RFP Issue Date: July 1, 2019
- RFP Questions:
 - Questions concerning this RFP may be submitted in writing no later than Tuesday, July 12, 2019 by 3:00 p.m. to:
 - Xochitl Ramos, Chief Financial Officer
 - 340 N. Reservation Road
Porterville, CA 93257
Xochitl.Ramos@tulerivertribe-nsn.gov
- Submission Deadline: 5:00 p.m. on July 31, 2019
 - ❖ Finalist Interviews: The committee reserves the right to conduct finalist interviews if necessary. If so elected, finalist interviews will be held during August 2019.
- Contract Award: It is the intent of the committee to award the contract August 2019, for the beginning date of agreement from October 1, 2019 through September 30, 2022.

Attachment 1 (#PP10-02)

**TULE RIVER TRIBAL COUNCIL
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for 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 Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Name of Firm Submitting Bid

Signature and Title of Authorized Official

Date

I am unable to certify to the above statements. Attached is my explanation.

Prime or Subcontractor's Name: _____

Telephone Number: _____

Submit to:
Tule River Tribal Council, PO Box 589, Porterville, Ca. 93258