

Request for Proposals

Review of Insurance Policies

Proposal Due Date: June 4, 2012

The City of La Grande is seeking proposals for a one-time review of the City's liability and property insurance coverage.

Minimum Qualifications: Respondents must be licensed and in good standing with the Insurance Division of the Department of Consumer and Business Services of the State of Oregon.

Scope of Work

1. Take a close look at the mission and programs of each department, review recent claims and losses, and conduct a thorough review of active property and casualty insurance policies.
2. Identify specific improvements designed to strengthen the City's insurance program by coverage reviews to identify errors, gaps and inadequacies in the City's current coverage.

Contract Term

The City is issuing this request for a one-time review of the City's insurances. The City does not plan to enter into a long-term agreement or acquire an Agent of Record.

How to Respond

Please provide three copies of a written response, responding to each inquiry in the order below.

1. Vendor Business History.
2. Firm Experience
 - A. Provide a narrative description of the firm.
 - B. Describe the general experience of the firm.
 - C. Identify other municipal clients.
 - D. Identify experience with municipal issues including land use, zoning, growth management, environmental issues, public works, personnel, and other municipal specialties.
3. Proposed Fee Structure. The City will select the finalist by considering the proposed compensation as a "best and final offer," although the City reserves the right to negotiate terms as needed. The City reserves the right to accept and/or reject any or all proposals; to waive any informalities in the proposal process; and to accept the proposal which, in the City's judgment, best meets the needs of the City.
4. References
 - A. Provide three references. The City prefers references that include municipal government experience.
 - B. Inclusion of the reference in your proposal is also agreement that the City may contact the named reference.

- C. The City may contact any companies or individuals, whether offered as references or others, to obtain information that will assist the City in evaluating the Proposer. The City retains the right to use such information to make selection decisions. Submittal of a proposal is agreement that the City may contact and utilize such information.

Proposals are due to the City Manager's Office by 5:00 p.m. on June 4, 2012, and may be hand delivered, faxed to 541-963-3333, emailed to rstrope@cityoflagrande.org, or mailed attention to Robert A. Strope, City Manager PO Box 670, La Grande, Oregon 97850.

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