



## **SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY**

### **Request for Proposals for Professional Insurance Brokerage Services**

**RFP Date: October 25, 2013**

**Response Deadline: November 14, 2013**

#### **I. Introduction**

The Southern California Public Power Authority (SCPPA or the Authority) is hereby soliciting competitive proposals for Professional Insurance Brokerage Services (Broker), as described below in Section III.

SCPPA is interested in discovering all Respondent's capabilities related to the specified Scope of Work to make an informed decision and potentially proceed to Broker of Record designation with a qualified Respondent to this Request for Proposals (RFP).

Responses to this RFP will be due on or before November 14, 2013, as described below in Sections III. and V.

#### **II. Background**

SCPPA is a joint powers authority and a public entity organized under the California Joint Exercise of Power Act found in Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, and through the SCPPA Joint Powers Agreement for the purpose of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA also facilitates joint service contracts, at the request of its members, to aggregate like project efforts amongst its Members for the purposes of developing energy efficiency, demand response and resource procurement Programs or Projects to improve operating efficiencies and reduce costs.

Membership of SCPPA consists of eleven cities and one irrigation district, which supply electric energy within Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District. SCPPA is governed by its Board of Directors, which consists of representatives from each of its Members. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

SCPPA has two office locations in Glendora and Sacramento, California. The SCPPA staff includes 11 full-time employees.

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## III. Scope of Work

SCPPA has an immediate need for a professional insurance broker that can provide the following current and on-going needs of the Authority related to the following insurances and benefit:

- Group Life
- Disability
- Dental
- Vision
- Workers Compensation
- 457 Plan

The primary responsibilities and requirements of the successful Respondent to this RFP are outlined below.

### 1. Assigned Personnel

The Broker shall designate a Principal to be assigned to this account to act as the primary contact for the SCPPA. If for any reason SCPPA finds, in its sole discretion, that the service provided by any assigned personnel is unsatisfactory, the Broker will agree to assign replacement personnel that must also be approved by SCPPA. Personnel assigned to the account must have a minimum of five (5) years full time experience as a broker.

### 2. Current Policy Review

The consultant shall review all SCPPA policies and other documents in detail within 14 days of receipt of the documents. As a priority, the Broker needs to provide information, guidance and recommendations on the issue of converting from individual life insurance policies to a group policy. Check the wording and accuracy of each policy, binder, certificate, endorsement or other document received from insurers. Ensure that the intended coverage is provided, all coverage, terms, conditions and other wording is complete and accurate, and in compliance with financial arrangements and administrative procedures acceptable to the Authority.

### 3. Program Administration

Program administration shall include, but not be limited to the following:

- A. Act as an independent insurance advisor to the Authority and proactively provide ongoing and unbiased professional advice and recommendations that benefit the Authority.
- B. Proactively provide ongoing review and analysis of the Authority's insurance programs and identification of cost and benefit options.
- C. Be familiar with the insurance needs of the Authority.
- D. Be familiar with the coverage provided by all relevant insurance policies and documents issued to the Authority.
- E. Assure that insurance policies are placed in a timely manner, with reputable and financially responsible insurers.
- F. Provide service for the insurance policies placed for the Authority including processing all changes and endorsements.

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- G. Provide early warning of rate and coverage changes or renewal problems.
- H. At least once a year, provide a comprehensive report that reviews all of the Authority's insurance programs.
- I. Be available to answer questions or obtain answers from underwriters for policy coverage questions.
- J. Meet with Authority staff as may be reasonably requested.
- K. Provide consultation service and written reports as normally expected of a professional broker.

### 4. Periodic Review

Brokerage and consulting services must be provided for annual policy renewals and on an as needed basis, including:

- A. The selected broker must provide a thorough renewal presentation each year at least thirty (30) days before current policy expiration date with policy recommendations to include an analysis of available alternatives.
- B. Brokerage services must also include market research.
- C. The Broker will also advise on a continuing basis, and in a timely manner, of any and all significant matters and developments regarding carrier service issues.

## IV. Proposal Submission Required Elements

### 1. Transmittal Letter Content:

- a. A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as described; including:
  - i) scope of work specifications, and
  - ii) a summary of exceptions taken to the RFP requirements
  - iii) identify any and all expectations from SCPPA including, but not limited to: requirements definition, strategy refinement, and staffing requirements to support the proposed project or program implementation.
- b. An officer authorized to bind must sign the proposal on behalf of the Respondent and must include the following declarations on the Transmittal Letter:

"This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent."

- 2. **Respondent Information:** Provide legal name of Company or Individual, physical street address, and telephone number(s), with the name(s) and title(s) of the individual(s) authorized to represent the Respondent.
- 3. **Proposal:** Proposals must include a description of the respondents business, how it meets each of the objectives of this RFP, a detailed description addressing all elements of the Scope of Work. Respondents may also include additional services, products, tasks, task elements and/or functions that

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may not be part of or included in the RFP, but are deemed to pertinent and potentially valuable to SCPPA. SCPPA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFP.

#### **4. Experience:** Respondent will clearly identify project participants and management team, including:

- a. Describe your firm's experience as may be applicable to this RFP, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
- b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed, in addition to the physical street address referenced above.
- c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplemental employees if key personnel are not available to assure on-going service levels.
- d. State whether Respondent will use subcontractors to perform services on their behalf. Should the use of subcontractors be offered, the Respondent shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work. The provisions of any broker relationship resulting from this RFP shall apply to all subcontractors in the same manner as to the Respondent.
- e. Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's proposal, operation or financial stability.

#### **5. References:**

- a. Describe whether the Respondent has, within the last five years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the current Respondent's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end dates, the contract administrator name, and total actual contract expenditures).
- b. If the Respondent has not rendered any service within the last five years to SCPPA or to any of SCPPA's Members, then please provide five (5) references over that period with the requested details described above including the counterparty for which services were provided.

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### **V. Proposal Submission Delivery Requirements**

One (1) hard copy of your response, including a transmittal letter of authentic offer with wet-ink authority signature, and any supporting documentation should be delivered no later than 3:00 PM on November 14, 2013 to:

Southern California Public Power Authority  
Vernon Oates  
1160 Nicole Court  
Glendora, California 91740

One electronic copy of your proposal should also be delivered to the address above, preferably on a CD or USB flash drive, or alternately e-mailed to: voates@scppa.org no later than the time and date referenced above.

No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA Participating Members concerning this RFP.

All information received by SCPPA in response to this RFP is subject to the California Public Records Act and all submissions may be subject to review in the event of an audit.

### **VI. Proposal Terms and Conditions**

1. SCPPA reserves the right to cancel this RFP at any time, reject any and all proposals and to waive irregularities.
2. SCPPA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
3. Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening evaluation to identify and eliminate any proposals that are not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are clearly not economically competitive with other proposals, sufficient financial resources, or qualifications to provide dependable and reliable services.
5. SCPPA reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the Respondents.
6. SCPPA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the Respondent, or to make the award to that Respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its customers.
7. SCPPA may decline to enter into any potential engagement agreement or contract with any Respondent, terminate negotiations with any Respondent, or to abandon the request for proposal process in its entirety.

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8. SCPPA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if SCPPA determines that to do so would result in the greatest value to SCPPA and its Members.
9. Those Respondents who submit proposals agree to do so without legal recourse against SCPPA, its Members, their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.
10. SCPPA shall not be liable to any Respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
11. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFP process or any and all costs resulting from responding to this RFP. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent
12. SCPPA may require certain performance assurances from Respondents prior to entering into negotiations for a proposed project.
13. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFP and any addenda subsequently issued prior to the due date for a Proposal.
14. Information in this RFP is accurate to the best of SCPPA's knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
15. SCPPA reserves the right to reject any Proposal for any reason without cause. SCPPA reserves the right to enter into relationships with more than one vendor, can choose not to proceed with any Respondent with respect to one or more categories of services, and can choose to suspend this RFP or to issue a new RFP that would supersede and replace this one.

### **VII. Additional Requirements for Proposal**

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where possible.
2. **Insurance, Licensing, or other Certification:** If selected, the Respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. SCPPA may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.
3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan:** If selected, the Respondent and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business

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practice by the Department of Water and Power of the City of Los Angeles which is SCPPA's largest Member.

4. **Living Wage Ordinance:** If selected, the Respondent may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code; and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code (SCWRO/LW0).
5. **Prevailing Wage Rates:** If selected, and if the project is funded in any part by resources with such an obligation, the Respondent may be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed.
6. **Child Support Policy:** If selected, Respondent may be required to comply with City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply with all reporting requirements and wage earning assignments and wage earning assignments relative to court ordered child support.
7. **Supplier Diversity:** Respondents shall take reasonable steps to ensure that all available business enterprises, including Women Business Enterprises (WBEs) and Minority Business Enterprises (MBEs) have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of MBEs, WBEs, and other business enterprises could reasonably be expected to produce a level of participation by interested subcontractors including 15 percent MBE and 7 percent WBE. SCPPA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity Program may be obtained from the Purchasing Division of the Los Angeles Department of Water and Power.
8. **SCPPA-Furnished Property:** SCPPA or participating utility drawings, specifications, and other media furnished for the Contractor's use shall not be furnished to others without written authorization from the source agency.
9. **Contractor-Furnished Property:** Upon completion of all work under any Agreement developed as a result of this RFP, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produces as a result of the Agreement shall automatically be vested to SCPPA and no further Agreement will be necessary for the transfer of ownership to SCPPA. SCPPA has the sole right to distribute, reproduce, publish, license, or grant permission use all or portion of the deliverable documentation or presentations.