



Request for Proposal Public Entity Risk Management & Loss Control Services

(Proposal Due Date Extended to March 15, 2019)

BACKGROUND

Pooled Liability Assurance Network (PLAN), a Joint Powers Authority, was established to provide and administer property and liability insurance and self-insurance services for member cities. PLAN membership includes 28 municipalities located in the bay area of Northern California. PLAN uses self-insurance, traditional insurance carriers and pooled self-insurance to provide financial coverage for the membership. Additional information can be found on the PLAN website at planjpa.org.

INVITATION

Your firm has been selected by PLAN to receive this Request for Proposal (RFP) for Risk Management and Loss Control Services and is invited to submit a proposal based on the schedule listed on the next page. PLAN invites responses to this Request for Proposal (RFP) until March 15, 2019 by 5:00 p.m.

POTENTIAL CONTRACT TERM

The initial term of the proposed contract shall be three years commencing October 1, 2019.

QUESTIONS

Bidders will be able to submit written questions to the PLAN Board of Directors by sending an e-mail to Katie Sullivan, PLAN Analyst, at Katie.Sullivan@Yorkrisk.com by the end of business on March 1, 2019, by 5:00 p.m. Responses to all questions will be released by March 8, 2019.

CONFLICTS OF INTEREST – PROPOSER INDEPENDENCE

Because of potential conflicts of interest, responders to this RFP are expected to be “independent” in regard to relevant entities OR disclose the relationship as outlined below.

In order to be “independent” the responder (including affiliates, subsidiaries, or parent company) should not:

1. Be compensated by relevant entities as employees or independent contractors;
2. Have their compensation determined by individuals who are compensated by relevant entities;
3. Receive, directly or indirectly, material financial benefits from relevant entities; or
4. Be related to or reside with anyone described above.

If a responder is not “independent”, it must:

1. Disclose the relationship in the proposal; and
2. Include a plan for segregating duties, staff, and data in order to mitigate any potential future conflict.

EXPECTED TIMELINE

PLAN reserves the right to cancel/modify the following dates at any time.

| Date | Item |
|-------------------------|--|
| January 28, 2019 | RFP Released |
| March 1, 2019 | Final Date Questions may be posted to Katie Sullivan at Katie.Sullivan@Yorkrisk.com |
| March 8, 2019 | Response to Questions released |
| March 15, 2019 | Proposal Due Date |
| April 4-10, 2019 | Invitation to bidders to interview |
| June 12, 2019 | Board of Directors Final Approval of Proposer |
| June 14, 2019 | Notification to bidders of selection results |

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals are to be submitted electronically to *Katie Sullivan* at Katie.Sullivan@Yorkrisk.com.

SCOPE

The successful bidder will anticipate working within the current risk management structure developed by PLAN JPA and be managed by the PLAN Risk Management Committee and program administrator.

Bidder will be expected to:

1. Provide a comprehensive menu of consulting and technical information services in line with liability driven loss reduction work plans.
2. Provide both liability and property driven risk identification, and related workers' compensation analysis and correction implementation strategies.
3. Conduct risk management assessment utilizing Ventiv/Risk Console (or named alternative) and develop risk management loss reduction strategies.
4. Provide/articulate member's regulatory & environmental compliance while on-site for risk assessment or other assignments.
5. Schedule, coordinate, and provide risk management consulting and loss control services to members.
6. Schedule, coordinate, advertise, and provide regional risk management and loss control trainings for all members.
7. Prepare Risk Management Committee and Executive Committee agendas and staff reports and provide technical support to the committees.
8. Maintain a library of risk management and loss control resources.
9. Provide monthly communications on risk management and loss control topics.
10. Promptly respond to phone & email inquiries by members during core business hours.
11. Facilitate and/or participate in member risk management meetings as requested.
12. Provide monthly activity reports to the PLAN administrator.

QUALIFICATIONS

Qualified proposers will demonstrate:

1. Comprehensive and progressive experience in risk management and loss control.
2. A thorough understanding of all relevant industry standards and applicable legal standards.
3. Professional credentials and/or certifications recognized in the industry.
4. Sufficient capacity to guarantee seamless service regardless of internal turnover or client acquisition.

SERVICE FEES

All anticipated costs to provide services are to be included in the proposal, including printing/photocopying/mailling, travel, and expenses for the provision of services to PLAN and the members.

EVALUATION CRITERIA

PLAN will evaluate proposals on a fair, comprehensive, and qualitative basis. Evaluation may include any or all of the following:

1. Responsiveness and timeliness of the proposal and related materials;
2. Interviews with personnel to be assigned;
3. Discussions with references;
4. Proposers capacity;
5. Understanding the overall program and services required;
6. Experience providing services to public entity self-insurance pools of similar size and objective;
and
7. Fee structure along with commitment of adequate resources, staff, and time.

PROPOSAL

Proposals will include:

1. A detailed description on how the bidder will meet the obligations of this RFP, including:
 - A. The approach for each relevant area of work with detailed work plan;
 - B. The time dedicated to the work with guaranteed staffing levels;
 - C. The approach to PLAN member communication;
 - D. Systems and resources that will be available to PLAN; and
 - E. Expected benefits to PLAN of the above and how those benefits will be measured.

Note: Proposals may recommend changes to the Scope of Services described or other suggestions that will reduce costs while maintaining or enhancing the final deliverables.

2. A response to the following questionnaire:
 - A. Describe your risk management philosophy.
 - B. Discuss your firm's ability to meet the SCOPE of consulting services.
 - C. Provide a biography of the account manager or principal consultant who will assigned to this account.
 - D. Provide a list of public liability related services that do not require additional funding from PLAN other than billable hours.
 - E. Provide a list of employee safety related services that do not requires additional funding from PLAN other than billable hours.
 - F. Provide an example of how you motivate a member to invest their own time and expense in controlling losses.
 - G. Describe your practices for addressing a PLAN member who is not following your recommendations.
 - H. Provide an overview of your internal audit controls to assure that work billed to PLAN is for work performed on a PLAN account.
 - I. Explain how you will charge for travel time, to include the base location for the staff who will be working on the PLAN contract.
 - J. Describe the technology and additional services your firm has to offer (I.E webinars, on-line training, additional contracted services; and the pricing for each service).
 - K. Provide examples of satisfaction surveys, evaluations and reviews.
3. Payment terms and amounts. All proposals will include a fee structure expressed at a minimum as periodic payments and total payment over three years as well as a budget per scope of service category.
4. Describe how and why your firm is different from other firms being considered, and why selection of your firm is the best decision.
5. A section describing how the bidder will manage distance without negatively affecting service to PLAN if you are outside the Bay Area.

DISCLAIMERS

PLAN reserves the right to:

1. Reject any and all proposals, waive any informalities or irregularities, and to make the selection among the proposals as deemed in the best interest of PLAN.
2. Interview one or more consultants to further assist in the review process and will award the contract at the Board of Director's sole discretion.

PERFORMANCE GUARANTEE

PLAN expects the bidder to provide quality services, timely reporting, and prompt responses to telephone calls and e-mails. The Bidder will have the skill sets and flexibility necessary to serve members requests and will provide such a guarantee and make whatever personnel adjustments are needed in order to comply. Failure to make such adjustments may be grounds for termination of the contract at the sole discretion of the PLAN Board of Directors, upon notice.

CONTRACTS/OUTSOURCING

Bidders will note that any and all work intended to be subcontracted as part of the submittal must be accompanied by background materials and references for each proposed subcontractor.

INSURANCE, INDEMNITY AND WORKERS' COMPENSATION

Bidder agrees to maintain and provide a Certificate of Insurance evidencing general and auto liability coverage of at least \$2,000,000 per occurrence and \$5,000,000 annual aggregate, professional liability insurance of at least \$4,000,000 per occurrence and \$10,000,000 annual aggregate, errors and omission coverage of \$2,000,000 per occurrence, and statutory workers' compensation coverage for staff.

Bidder will also agree to defend, indemnify, and hold PLAN JPA and its Affiliates harmless from and against any and all loss, liability, damage, including reasonable attorney fees and/or court costs, arising from the execution of a contract for risk management and safety consulting except if caused by the sole negligence or willful misconduct of PLAN JPA; and will name PLAN JPA and its Affiliates as an additional insured on their liability policies prior to the start of work.

If bidder proposes to provide lesser limits of insurance, please disclose specific limits and coverages to be provided in your proposal.

REFERENCES

Provide a reference list of up to three clients your organization currently provides services to that are similar to the services you are quoting. Include the client's name, phone number, and email of the primary contact.

Note: PLAN will not contact your references unless you are selected as a finalist.

INFORMATIONAL DOCUMENTS

The following are either attached with this RFP or will be sent electronically as an attachment.

1. Risk Assessment Questionnaire