



REQUEST FOR QUALIFICATIONS INSURANCE BROKERAGE/CONSULTING SERVICES

1. OVERVIEW

Port of Oswego Authority is an operating port on Lake Ontario, in the City of Oswego, New York. The Port is the only deep draft port on the U.S. side of Lake Ontario, and is the oldest freshwater deep-water port in the United States. Comprised of two terminals of operation, the east side of the Oswego Harbor is home to the main dock, grain storage, rail connections and administrative operations. On the West side, we maintain an operating pier and storage area for aluminum, salt and other cargoes. Additional information can be obtained at our website <http://portoswego.com> or by contacting William W. Scriber, Acting Executive Director at wscriber@portoswego.com

2. PURPOSE AND EVALUATION METHOD

This Request for Qualifications (hereinafter “RFQ”) process is in order to ensure that the Port of Oswego Authority is receiving the brokerage best prices and service. The Respondents’ ability to demonstrate their capacity to help manage insurance costs, streamline administration, and offer the Port of Oswego Authority the best options and convenience will be considered. The Port also requires excellence in customer service. Respondents should respond to all questions in this Request for Qualifications. The Port of Oswego Authority will contract directly with an organization capable of performing the requirements of this Request for Qualifications. A portion of the RFQ evaluation will be based on a point system. A total of 100 points may be awarded as follows (partial points permitted):

- Quality of Broker Response (10 points)
- Proposed approach and plan to support the Port of Oswego Authority (15 points)
- Quality of services; experience of firm and staff (15 points)
- Comprehensiveness of services offered (20 points)
- Fees and costs (20 points)

- Broker and Company References (10 points; recommendations from governmental entities within the State of New York will receive significant regard. References for both potential assigned broker and the company are both required)
- Location of Company (10 points)

Minimum Insurance Coverage required will be Marine General Liability, Inland Marine, Umbrella, Workers' Compensation/Disability¹, Public Officials Liability, Tug Boat, warehouse liability and Business Auto.

Please provide the following information in your RFQ response:

Provide three copies.

1. A description of the brokerage firm, including a brief history, size, number/location of offices and other pertinent information. Describe your organizational structure, including an overall history of your firm.
2. The name(s) of the person(s) assigned to perform the work for the Port of Oswego Authority and a brief bio for each one.
3. Indicate how long your company has been providing employee insurance benefit services.
4. Provide the number of clients you currently service in the public sector and the number of public sector clients you have served in the last three years and the contact information of at least three of these.
5. Confirm that you are a licensed broker in NY. Describe the firm's Errors and Omissions (E&O) limits and provide evidence that all applicable insurance coverage and licenses are currently carried.
6. List the types of compensation you receive:
 - a. Fee for service
 - b. Commissions
 - c. Bonuses (list types)
 - d. Non-cash incentives (i.e. incentive trips)
 - e. Other, *such as past cost of insurances for like operations.*

¹ This insurance maybe carried through another carrier.

7. Describe the overall administration services that are provided for benefits, billing, claim research and administrative training/consultation.

9. Describe the type (i.e. face to face, conference calls, email only, etc) and frequency (daily, monthly, etc.) of communication that will be made available for port officials and employees. Again, please describe in detail your on-line capabilities and services.

10. Describe the support you provide for the development and enhancement of insurance programs that achieve the least cost to the port.

PORT OF OSWEGO AUTHORITY RIGHTS

The Port reserves the right to cancel this RFQ in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The Port by this RFQ does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFQ contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.

MWBE PARTICIPATION

The Port of Oswego Authority has a 30% goal for minority and women-owned business enterprise (MWBE) participation. Bidders are required to make a good faith effort to provide all persons an opportunity to participate in the work of this project regardless of race, color, religion, country of origin, or other such conditions. Certified MWBE's may be found at the Division of Minority and Women-Owned Business Development's directory online at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>.

GENERAL RIGHTS

The Port reserves the right to accept or reject any and all bids that are in the best interest of the Port.

The proposal should be mailed or delivered directly to: William W. Scriber, Acting Executive Director, 1 East Second Street, Oswego, New York 13126. The package shall be clearly marked Insurance Services RFQ 0022018.

All expenses involved with the preparation and submission of proposals, and any work performed in connection therewith, shall be borne by the Proposer. No payment will be made for any responses received or for any other effort required of or made by the Proposer prior to award of a contract.

DUE DATE: July 11, 2018

POA