



TCSC

Tipton Community School Corporation

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Tipton Community School Corporation

Request for Qualifications (RFQ)

February 11,2022

Tipton Community Schools is seeking proposals to provide property and casualty insurance brokerage and risk management consulting services. You are receiving this letter because of your firm's current or previously expressed interest in serving the Tipton Community School Corporation for their Risk Management needs. The selected agency to include proactive services and expertise in handling the insurance needs of a public school district. The provider must have contracts with the major writers of coverage in the state of Indiana that can provide the desired coverage for a school district and the ability to design a program that is cost effective.

The process will involve the evaluation of written responses to the RFQ by the Tipton Community School Corporation's Business Office. Your firm, from the written responses provided, may be selected for personal interviews. The successful agency will be notified by February 28,2022 and will have full access to the marketplace on Tipton Community School's behalf upon being designated "Agent of Record".

The timeline for this process is as follows:

February 18th	Written response to questionnaire due by 4:00 p.m. (Please provide an electronic copy to the address below)
February 28th	Participants notified of final decision
March 1st	The renewal process begins with the selected agency for a 4/26/2022 policy effective date

Please forward all questions in writing to Amy Phillips, Treasurer, Tipton Community Schools at aphillips@tcsc.k12.in.us. The successful agency must furnish a certificate of insurance evidencing errors and omissions insurance not less than \$5,000,000 per claim. **Tipton Community Schools reserves the right to include or eliminate any agency at its sole discretion.**

Again, you are receiving this letter because of your expressed interest in serving Tipton Community School Corporation. If after reading this letter your firm chooses not to participate, please send email to rglaze@tcsc.k12.in.us notifying as such.

The selection criteria will be based on but not limited to:

1. Comfort level with the strength and service-capabilities of the agency
2. Expertise and experience in handling public schools in Indiana
3. Brokerage services offered
4. School references
5. Relevant carriers represented and knowledge of the insurance marketplace
6. The provider's account team

Working Together for Student Success

www.tcsc.k12.in.us

Agency Questionnaire – (Please respond to the questions in the RFQ in the same order as listed below)

1. Provide a brief description of your agency and the agency servicing office for Tipton Community Schools, including the office location.
2. Provide the account service team and the background of those that would be working directly on the Tipton Community Schools account.
3. Provide a listing of your directly contracted insurance carriers that write Property, General Liability, School Leaders Errors and Omissions, Auto, and Umbrella for Public Schools in the State of Indiana. Please note how many districts that your agency writes in Indiana with each carrier noted.
4. Please list the public-school districts handled directly by the proposed service team for the Tipton Community Schools account along with the primary contact's name, phone number, email address and where they are located.
5. Provide your proposed annual service plan.
6. Please explain any special areas of expertise you have developed regarding coverage aspects of writing public school districts in Indiana.
7. Please explain how you remain current on school issues happening in the Indiana insurance marketplace.
8. Explain any benchmarking you provide for your school districts from a loss and coverage standpoint.
9. Describe any specialty resources your agency has available to service our needs (claims, loss prevention, etc.).
10. What differentiates your agency from your competitors?
11. Please explain your marketing process for public schools.
12. How do you analyze coverage and limits available to advise us?
13. How do you monitor carrier financial strength?
14. Give examples of how you would assist Tipton Community Schools to prevent claims.
15. Describe your claims management process.