

LA Law Library
Request for Proposal
Commercial Property and Casualty Insurance Agent / Broker Services

GENERAL INFORMATION

The LA Law Library ("Library") is seeking an appropriate and qualified expert professional Agent / Broker firm ("Firm") to provide the following professional insurance brokerage services, beginning February 1, 2019: (a) annual marketing of the Library's various Insurance Programs; and (b) responding to the ongoing insurance services needs of the Library. Currently, the Library's Insurance Programs include property, general liability, employee benefits liability, automobile, inland marine, directors' & officers' liability, workers' compensation, and earthquake coverage.

The purpose of this Request for Proposal ("RFP") is to select a Firm qualified to represent the insurance interests of the Library. **Please do not contact insurance companies at this point because we are not looking for quotes.**

The anticipated RFP schedule is as follows:

11/15/2018	RFP is issued
12/15/2018	Last date for Proposers' questions
12/31/2018	Deadline for submitting proposal
1/23/2019	Library selects successful Firm

BACKGROUND

The Library was established in 1891 as the Los Angeles County Law Library. For over 100 years, the Library has provided access to legal information and materials for the legal community, government officials, the business community and the general public. With nearly 1,000,000 volume equivalents (print, media, microfilm and microfiche), the Library is the second largest public law library in the United States.

The Library operates under the California Business and Professions Code, Section 6300 et seq. as an independent public agency. A seven-member Board of Trustees sets policy and appoints the Executive Director.

The library has 51 employees, 36 of whom are full-time.

The main Library building is located in the Los Angeles Civic Center. Although nearly 175,000 sq. ft., the Library is predominantly closed stacks with only the main floor reading room accessible to the public. The Library maintains a branch collection inside the Torrance courthouse as well as four eBranch locations: Long Beach, Norwalk, Pomona and Torrance. In addition, the Library has four public library partnerships:

Compton Library, Lancaster Regional Library, Pasadena Public Library, and Los Angeles Public Library, Van Nuys Branch.

SCOPE OF SERVICES

The selected Firm is expected to provide qualified and expert professional services, including but not limited to:

- a. Immediately upon appointment and annually thereafter, a review of the Library's Insurance Programs and recommendations regarding terms, conditions and limits of coverage based on best industry practices (a description of the current coverage and limits may be found in the attached appendix). The review will include the Library's operations, insurance contracts, changes in insurance and reasons for change, trends, legal requirements, and cost containment considerations.
- b. Annual marketing of the Library's Insurance Programs, including, a negotiation of carrier contract extension or change(s). This service will include comprehensive assistance and guidance in completing the insurance application process in a timely fashion.
- c. Solicitation of proposals on at least an annual basis from qualified insurance carriers who are experienced and familiar with writing coverage for California independent public agencies or libraries.
- d. Development of bid specifications to be submitted to the independent public agency or library marketplace for which proposals are sought.
- e. Evaluation of proposals submitted by insurance carriers relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative stability, solvency, and service record.
- f. Detailed reports of policy renewal options available to the Library.
- g. Examination of issued policies and bonds for conformance with the Library's specifications and the carrier's proposal.
- h. Promulgation of an annual insurance status report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.
- i. Assistance to the Library in drafting insurance specifications for contracts and agreements as requested.
- j. Provision of insurance certificates, as needed, to others pertaining to the Library's coverage.
- k. Advice to the Library on new developments in the insurance marketplace.
- l. Periodic review of the Library's Insurance Programs including loss data, and risk management measures; and making recommendations to the Library with respect to the need for ancillary insurance services, additional coverage and modifications, updates or upgrades of existing coverage(s).
- m. Advice and direction about developing and maintaining a workers' compensation management program to limit the costs of current claims and minimize the probability of future claims.
- n. Reasonably prompt responses to the Library's insurance service needs.

SELECTION PROCESS

The Library's current Firm will continue to handle the Library's present Insurance Programs until the new Firm is appointed. The new appointment shall be for an initial term of three (3) years, as follows:

- Year 1 – February 1, 2019 – January 31, 2020
- Year 2 – February 1, 2020 – January 31, 2021
- Year 3 – February 1, 2021 – January 31, 2022

The Library reserves the sole right to extend the contract annually for up to two (2) additional years, as follows:

- Year 4 – February 1, 2022 – January 31, 2023
- Year 5 – February 1, 2023 – January 31, 2024

While the stated appointment term is three (3) years, the Library may terminate the Firm upon 20 days written notice.

The Library may accept those proposal(s), which will, in its opinion, most completely meet the requirements of the RFP. The Library solely determines which Proposer best meets the specifications and is in the best interest of the Library.

Proposals will be evaluated on such factors as the bidder's experience and expertise in providing insurance advisory and brokerage services for independent public agencies or libraries, clarity and creativity of the proposal, recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, and cost. Cost will not be the sole factor in evaluating bids.

Proposals will first be examined to eliminate those which do not respond to the stated requirements and to identify the most promising responses.

Selection Criteria:

- Completeness and responsiveness to the requirements of the RFP.
- Experience, qualifications and competency in providing insurance agency / brokerage to California independent public agencies, libraries, or other public entities.
- Experience of the individual and/or team that will be assigned to the Library.
- Experience in evaluating operations and making feasible recommendations.
- Service quality and value added.
- Track record helping clients manage workers' compensation risks and reduce the number and dollar value of claims.
- Strength of references

The most promising responses will be evaluated in detail. Additional information may be sought from Firm(s).

Firm(s) may be asked to present and explain their proposals in interviews to be held at the Library's main branch.

The Library will select a Firm on the basis of the submitted proposals. Nevertheless, the Library reserves the unilateral right to alter the scope and terms prior to entering into an agreement with the selected Firm. In addition, the Library reserves the right to reject any and all proposals; to negotiate specific terms, conditions, and provisions on any proposal that may respond to this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the Library. Further, the Library reserves the right to reject all proposals, with or without cause, and to issue a new RFP for the same services as are requested by this RFP.

GENERAL SPECIFICATIONS

A. SUBCONTRACTING

The Firm shall not subcontract the work under this project without prior written approval of the Library.

B. INSURANCE REQUIREMENTS

Based upon the outcome of this process, the final chosen Firm shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of California or otherwise acceptable to the Library. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the contractor. Full disclosure of any nonstandard exclusion is required for all required coverages.

1. Commercial general liability coverage naming the Library as additional insured, written on a "per occurrence" basis of \$1,000,000 with an aggregate limit of \$2,000,000.
2. Automobile Liability coverage, including coverage for owned, hired or borrowed autos with a combined single limit of \$1,000,000 covering bodily injury and property damage.
3. Workers' Compensation Coverage (per California Law) and Employer's Liability Coverage: coverage A at statutory limits and coverage B at limits of \$100,000 / \$500,000 / \$100,000.
4. Professional errors and omissions coverage for \$5,000,000 per incident and with an aggregate limit of \$5,000,000.

Certificates for all such policies of insurance shall be provided by the Firm's insurance agent or broker to the County within 10 working days from the date of Notice of Award. The Firm will name the Library as an "ADDITIONAL INSURED" on its policies.

The Firm will provide the Library a minimum of 30 days advance notice in the event the insurance policies (or an insurance policy) are canceled.

C. EXCEPTIONS

Any exceptions to terms, conditions or any other requirements in any part of this proposal must be clearly pointed out in a distinct section of the proposal. Otherwise, the Library will consider that all items offered are in strict compliance with this RFP and the successful Firm will be responsible for compliance.

D. INDEMNIFICATION

The Firm will indemnify, hold harmless and exempt the Library, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, damages, demands, costs, expenses, and attorney's fees incidental to work done in the performance of the contract arising out of a willful or negligent act or omission of the Firm, its officers, agents, and employees; provided, however, that the Firm shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney's fees arising out of a will or negligent act of omission of the Library, its officers, agents and employees.

E. USE OF INFORMATION

The information provided in these specifications shall NOT be used for the purpose of submitting applications or reserving insurance markets. Failure to comply will result in the disqualification of the Firm.

F. LICENSES AND CERTIFICATIONS

The Firm shall maintain in good standing all the necessary licenses and certifications as required by the State of California for insurance agents or brokers and shall provide copies of the same to the Library.

G. NONDISCRIMINATION

The Firm agrees that in the course and scope of providing services to the Library that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, AIDS, AIDS-related condition, age, marital status, disability or handicap, or veteran status.

RFP PROCEDURE

The following instructions and specifications shall be observed by all proposers:

A. PROPOSAL COMPLIANCE / RFP SUBMISSION TIMETABLE

The Library will be the sole judge as to whether any proposal complies with these instructions and specifications, and such a decision shall be final and conclusive. Proposers will state any exceptions taken to the RFP specifications.

In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective firms submitting proposals.

The Library is not liable for any cost incurred by the Firms prior to the issuance of a contract and purchase order.

All proposals in response to the RFP are to be the sole property of the Library.

All questions about the proposals should be directed by email to mjuarez@lalawlibrary.org, no later than 5:00 p.m. December 15, 2018. Answers to questions will be posted on the Library's website at www.lalawlibrary.org/RFP.

One electronic copy (Adobe Acrobat PDF format), should be emailed to: Marcelino Juarez, Finance Manager, mjuarez@lalawlibrary.org, by 5 p.m. on December 31, 2018.

The Library will select the successful Firm on January 23, 2019.

The selected Firm must meet all State and Federal EEO practices and requirements.

The Library reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Library.

The contents of the successful proposal may, at the Library's option, become part of the contract entered into by the selected Firm and the Library. Selection as the preferred proposal does not provide any contract rights to that Firm. Any such rights shall accrue only if and when the Library and the Firm execute an agreement. The Library reserves the right to negotiate with the successful Firm in any manner necessary to best serve the interests of the Library. If the Library fails to reach an agreement with the successful bidder, the Library may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.

B. INFORMATION REQUESTED OF RESPONDING FIRMS

This section contains questions, which will assist the Library in determining Firms' capabilities to serve the Library. The quality of the written presentation is important. Please follow the same order for your replies to the following and be clear and concise.

1. Provide a brief history and description of the Firm. Include the size and areas of specialization. Identify any parent or subsidiary relationships or affiliated entities.
2. Provide the Firm's financial information.

3. Provide the names and resumes of individuals you plan to assign to the account and explain why they were assigned. Include account executives, marketing personnel, technical representatives or others who would be actively involved.
4. Identify the individual within the Firm who would have overall responsibility and identify the office in which each team member is located.
5. List the Firm's expertise in public entities, including independent public agencies, and libraries.
6. Provide the names, addresses and telephone numbers of at least three (3) accounts handled by your Firm.
7. Please state where the Firm has made improvements and saved dollars.
8. List significant clients lost during the last three years including any library or public entity clients.
9. Describe how the Firm has collaborated with clients and insurance carriers to limit risk exposures and minimize claims, particularly regarding workers compensation insurance.
10. Detail how the Firm desires to be compensated, e.g., fees or commissions, and explain your rationale. If the Firm proposes a fee, how does your company propose to determine the level of the fee?
11. Does the Firm have any reservations about making available documentation of any commissions received from insurers?
12. Would Firm be agreeable to service the account on a commission basis subject to a maximum?

LA LAW LIBRARY	
Schedule Of Insurance	
Coverage - Public Entity Package Policy	Current Limit
	Renewal: 7/1/2019
General Liability - Per Occurrence:	
Each Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products - Completed Ops	\$1,000,000
Products - Completed Ops Aggregate	\$3,000,000
Personal Advertising Limit	\$1,000,000
Damage Premises Rented	\$1,000,000
EE Benefits Liability	\$1,000,000
EE Benefits Liability Aggregate	\$3,000,000
	Deductible: \$50,000
Public Officials Liability - Claims Made Coverage:	
Public Officials Liability	\$1,000,000
Annual Aggregate	\$3,000,000
	Deductible: \$50,000
Employment Practices Liability - Claims Made Coverage:	
Each "Employment Practices Wrongful Act" Limit	\$1,000,000
Annual Aggregate	\$3,000,000
	Deductible: \$50,000
Excess Liability:	
Each Occurrence Limit	\$10,000,000
Aggregate	\$10,000,000
Automobile Liability:	
Hired & Non-Owned Auto	\$1,000,000
	Deductible: \$50,000
Property Coverage:	
Blanket Limit of Insurance	\$51,481,700
Equipment Breakdown Limit	Included
Extra Expense	\$2,700,000
Terrorism	Included
	Deductible: \$50,000
Equipment Breakdown Deductible	\$5,000
Coverage - Excess Liability	Current Limit
	Renewal: 7/1/2019
Policy Limits: (\$5M XS \$10M = \$15M Total):	
Each Occurrence	\$5,000,000
Aggregate	\$5,000,000
Terrorism	Included

Coverage - Cyber Liability		Current Limit
	Renewal:	7/1/2019
Policy Limits:		
Policy Aggregate		\$1,000,000
Breach Costs		\$1,000,000
Privacy Protection		\$1,000,000
Multi-media Protection		\$1,000,000
Hacker Damage		\$1,000,000
Cyber Business Interruption		\$1,000,000
Cyber Extortion		\$1,000,000
Aggregate		\$1,000,000
	Self-Insured Retention:	\$10,000
Coverage - Crime		Current Limit
	Renewal:	7/1/2019
Policy Limits:		
Fidelity		\$500,000
Forgery or Alteration		\$500,000
On Premises		\$500,000
In Transit		\$500,000
Money Orders & Counterfeit Money		\$500,000
Computer Crime		\$500,000
Funds Transfer Fraud		\$500,000
Personal Accounts Protection		\$500,000
	Self-Insured Retention:	\$5,000
Coverage - Difference In Conditions - EQ & Flood		Current Limit
	Renewal:	7/1/2019
Primary Layer - \$10M		
Per Occurrence & Aggregate		\$10,000,000
	Deductible:	\$25,000
Excess Layer - \$20M Part of \$20M		
Excess Layer - \$20M (87.5%)		
Per Occurrence & Aggregate		\$17,500,000
	Deductible:	\$25,000
Excess Layer - \$20M (12.5%)		
Per Occurrence & Aggregate		\$2,500,000
	Deductible:	\$25,000

Coverage - Workers Compensation		Current Limit
	Renewal:	3/1/2019
Policy Limits:		
Workers' Compensation Limit		Statutory
Employers' Liability Each Accident		\$1,000,000
Employers' Liability Decease Each Employee		\$1,000,000
Employers' Liability Decease Policy Limit		\$1,000,000
Rating Information / Exposure Base:		
Estimated Annual Payroll		\$2,727,210
Experience Modification (Ex-Mod)		205%
8812-1 Libraries-Public / per \$100 Payroll		\$0.70
9015-5 Libraries / per \$100 Payroll		\$14.55
8742-1 Salesperson-Outside / per \$100 Payroll		\$0.70