

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

**Questions & Response Log**

Received 12/10/2018 @ 11am (via email)

**RFP Process**

1. Who is the incumbent? What is their current compensation?  
*Our current broker is Keenan & Associates. The compensation is currently \$45K/year.*
2. Which/how many brokers are participating?  
*Four brokers were invited to participate; however, the RFP is published on our website and is open to any qualified broker who is willing to submit an RFP.*
3. Why are you going to bid?  
*Every 3 to 5 years we evaluate our broker and go out to bid on services as part of our Board's due diligence.*
4. Who is part of the selection committee?  
*The selection committee will be composed of the Executive Director, Senior Director, and the Finance Manager. The recommendation of the committee will then be presented to the Board of Trustees.*
5. Will we be able to have a brief discovery meeting with some or all members of the selection committee meeting?  
*Due to the timing, we may not be able to accommodate discovery meetings.*

**Organization Priorities**

1. What are your organization's key priorities in the next 2-3 years?  
*Continue to control costs while at the same time making sure the Library has adequate coverage for its employees, officers and property.*
2. What are your top concerns/pain points as an organization?  
*The changing insurance market in California; our funding; our employees' safety.*

**Service**

1. What are key attributes of your ideal broker?  
*Strong public entity background, responsive, and able to step in when needed. The ideal broker should also be able to provide guidance on cost-cutting measures and be able to understand fully the Library's operations.*
2. What internal services/resources do you use for claims (centralized risk mgmt., in-house legal)?  
*We have staff that is designated to manage WC claims. Our outside HR consultant will also step in to manage claims. Our ED is an attorney and our in-house legal resource.*
3. What safety programs do you currently have in place?  
*We have an in-house safety program. We have staff safety trainings at least once a year.*