

Request for Qualifications

Title:	Due:	Contact:
Request for Qualifications Insurance Risk Coverage and Services	04/01/2024 No later than 11:00 a.m. PST	Sheri Collins Contracts Specialist 509.375.3060 scollins@portofbenton.com

SCHEDULE

03/01/2024	Public announcement of Request for Qualifications
04/01/2024	Qualifications Due no later than 11:00 a.m. PST

*NOTE: Dates as indicated are best estimates for informational purposes only.

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SUBMITTAL INSTRUCTIONS

Electronic submittal: Submit one (1) electronic proposal and any required attachments, the Submittal Packet first page shall be digitally signed by an authorized representative of the proposer's firm. For easy identification, please list "Insurance Coverage RFQ" in the subject line of the email. Electronic submittals shall be sent to scollins@portofbenton.com and must be received by the due date referenced above.

Qualifications documents shall contain all required information as defined herein and be submitted to the Port of Benton electronically no later than the date, time, and place as stated on the cover page of this RFQ or as amended. Qualifications documents will not be accepted in any format other than as required above. Late qualifications documents will not be accepted and will be returned to the Firms unopened.

Firms shall be fully responsible for any and all costs incurred in the preparation and submittal of their qualifications documents.

PROJECT OVERVIEW

The Port of Benton ("Port") is soliciting qualifications documents from experienced individuals or firms ("Proposer") interested in providing insurance risk coverage and related services to the Port of Benton and the Port's diverse portfolio.

BACKGROUND

The Port of Benton is evaluating its current property & liability insurance coverage. The intent of this RFQ is to solicit responses from firms capable of providing the requisite insurance brokerage and risk management services, including design and proposal solicitation, for a broad range of insurance coverages. The RFQ is not intended to solicit technical and cost proposals. This RFQ is non-binding and does not create an obligation of the Port of respondents to participate in a subsequent RFP.

The Port has no obligation to contact firms regarding clarification. The Port may choose to contact any or none of the responding firms for follow-up. Allow one week for a list of responding firms to be made available upon request.

Port of Benton is committed to developing local businesses, recruiting industrial and commercial companies, collaborating with partners to create economic prosperity in the region, and maintaining multi-modal transportation networks. The Port has a diverse economic-development focus ranging from agribusiness, transportation, high-tech research and development to manufacturing.

The Port owns over 2,700 acres of land with over \$120 million in assets owned. This includes approximately 50 buildings on 12 sites. Operations include two general aviation airports, 16 miles of mainline and spur rail track, as well as 1 barge slip, and 1 high dock for commercial use.

For reference, a copy of the Port's most current audited financial statements can be found at the Washington State Auditor's Office website or by using the following link:

<https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1033858&isFinding=false&sp=false>

Current total annual premiums for existing coverage is approximately \$525,000. The coverages are summarized in Attachment A.

SERVICES TO BE PROVIDED

A qualified firm will be able to provide technical advice and arrange placement of property, casualty, professional liability and other casualty lines of insurance coverage, and bonds, to satisfy the Port's insurance needs. Specific services can include the following:

PLANNING AND INSURANCE PLACEMENT

1. Assist in monitoring the Port's operations and the identification of exposures. Analyze and evaluate the most cost-effective means for addressing loss exposures by continually evaluating the Port's insurance program for adequacy of coverage. Provide recommendations for revising the structure of the insurance program or other improvements based on analysis of loss exposures (including probable maximum loss), coverage issues and pricing alternatives, insurer financial rating, and developing insurance market, product, and coverage trends. Meet semi-annually to discuss new exposures, threats, risks, and potential improvements. Where the purchase of conventional insurance is impractical, assist in identifying and evaluating alternative financing products, risk transfer options, loss control programs, and other techniques for managing risk.
2. Assist in budget planning by annually forecasting total premium costs, including for the Port, the allocation of property insurance premiums to each location as defined by the Port.
3. Design and implement marketing strategies for placement of property, casualty and additional liability coverages and bonds to achieve the best-value for the Port's insurance and loss expenditures. Prior to each policy renewal, provide a renewal proposal with detailed summaries of available coverages and corresponding renewal rates, and costs, based on market trends, revenues, and other pertinent factors.

TECHNICAL ASSISTANCE

4. Support the Port in the resolution of claims to include assisting in the submission of claims, in the selection and assignment of legal counsel and experts and by providing advice and advocacy on coverage-related issues.
5. Assist the Port in reviewing leases and other contract language for risk transfer and required insurance.

ADMINISTRATION

6. Assign Account Managers who will serve as each Port's primary point of contact on routine service matters and an Account Executive who will be responsible for overseeing the Clients' accounts. The Account Manager, along with other team members assigned, must be readily available to provide the Port's with expertise and advice.
7. Perform administrative services relative to account management, including the issuing of insurance binders, policies, certificates of insurance, maintenance of confidential information and documents, as well as schedules and other information necessary to market and place the insurance program for the Port.

8. Prepare and submit an annual stewardship report, and/or facilitate an annual stewardship review meeting (may be held in-person or virtually) that will discuss, at the very least, a summary of the current insurance program, a review of the Port’s Risk Management loss profile, a review of insurance marketplace trends, and recommendations to update and enhance the program.

EVALUATION PROCESS

The Port has established an evaluation team to review all submissions received. The evaluation team will review and score the qualifications documents. The Port may optionally choose to interview any or all firms before deciding as to who will be selected to submit a response to a formal Request for Proposal (RFP).

The evaluation team will review responses to Exhibit A, including addressing the specific **Services to be Provided** as well as criteria such as:

- Expertise and experience of the submitting agency, especially with other port districts
- Expertise and experience of the key personnel to be assigned to the Port
- References
- Innovation and adaptability to incorporate emerging trends and changes in the industry
- Communication and responsiveness
- Documentation review
- Financial capability

PRELIMINARY SCHEDULE

Activity	Date
Issuance of RFQ	03/01/2024
Deadline for submitting written questions	03/15/2024
Port Response to any written questions	03/22/2024
Submissions to RFQ Due	04/01/2024
Port Evaluates Submissions	04/01- 04/17/2024
Port to hold Pre-Submittal Site Visits (optional)	4/19 – 5/6/2024
Port to select and announce those invited to submit a full Proposal	5/7/2024
Port to issue Request for Proposals (RFP)	5/8/2024
Deadline for submitting written questions	5/22/2024
Port Response to any written questions	5/29/2024
Submissions to RFP Due	6/13/2024
Port Evaluates Proposals	6/14 – 6/27/2024
Port to Interview Firms (optional)	6/28 – 7/12/2024

Final Selection and Notice of Intent to Award	7/19/2024
Effective Date of Award	09/01/2024

To ensure that all information provided is properly evaluated, please organize and label qualifications documents in the structure provided below. Submittals shall not exceed ten (10) pages total including all required components; proposer(s) will not be graded upon the length of their proposal or effort to reach the 10-page maximum. Proposer(s) are encouraged to focus on quality and brevity in their proposal.

Qualifications documents (submittals) shall include, at a minimum, the following:

- 1) **Transmittal Letter with Original Signature:** A cover letter generally outlining the proposer’s ability to perform the services outlined in this RFQ; signed by an authorized individual representing the Proposer’s firm in contractual obligations.
- 2) **Proposed Rate:** Proposer shall provide their desired consultant services rate. Rate may not exceed \$35,000 annually without prior written consent of the Port and it is preferred that the Port is invoiced in equal monthly installments.
- 3) **Proposed Scope of Work:** Proposer shall provide a more detailed overview of the method and strategy they intend to employ in fulfilling the needs of the Port as described in the ‘Desired Proposal’ section.
- 4) **Licensing:** Provide a current business license or copy of a complete application to do business in Washington State and the City of Richland.
- 5) **Ability to Contract:** Proposer shall have the ability to negotiate a contract with the Port based on the exceptions/changes requested to the Pro-Forma Agreement. Firm may not be debarred, suspended or otherwise ineligible to contract with the Port.
- 6) **Experience:** List the Proposer’s top three (3) business references for the type of work most relevant to the content of this RFQ. Listing for each reference should provide the references business name or d.b.a., lead staff contact, staff contact phone, staff contact email, and a short description of the services rendered.
- 7) **Legal Action:** Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals.
- 8) **Disclosure:** List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed.

RESPONSE DOCUMENTS

Firms should respond with a Letter of Interest, any relevant information regarding knowledge, experience, capabilities and approaches in a clear, comprehensive and concise manner and attached Questionnaire (Attachment B). You may include any other materials that demonstrate the firms' qualifications (website links, brochures, etc.). The Port discourages lengthy and costly response materials.

Responses and questions may be e-mailed to Sheri Collins, Contract Administrator, at scollings@portofBenton.com. Request a delivery and read receipt. Please reference the "Insurance Coverage RFQ" in the subject line when submitting questions via email. Oral questions will not be answered. Questions must be in written form, by email. To the extent any oral questions are answered, those answers will be considered non-binding. An addendum to this RFQ may be issued by the Port as a result of the questions generated under this competitive solicitation to all plan holders.

Hard copies of submittals also accepted and should be mailed to:

Attn: Jeff Lubeck
Port of Benton
3250 Port of Benton Blvd
Richland, WA 99354

Do not submit content the firm considers confidential or proprietary, as response documents are subject to requests for open records.

PROPOSAL EVALUATION

- 1) The Port may choose to invite one or more of the Firms to demonstrate their solutions or interview with the Port.
- 2) The Port reserves the right to award a contract with the single highest rated RFP proposer without preceding interviews or demonstrations.
- 3) Ownership of Material - Ownership of all data, materials, and documentation originated and prepared for the Port pursuant to the RFQ shall belong exclusively to the Port and be subject to public inspection after award by the Commission in accordance with the Washington State Public Records Act (RCW 42.56). Trade secrets or proprietary information submitted by the Respondent shall not be subject to public disclosure under the Public Records Act, unless otherwise required by law or a court. However, the Proposer must invoke the protection of the Public Records Act, in writing, either before or at the time the data or other material is submitted. The written notice must SPECIFICALLY identify the data or

materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.

- 4) With regard to submittal of a proposal (individually and collectively referred to as “response”), the proposer agrees to and hereby waive any and all claims it has or may have against the port, and its director’s, persons, officers, commissioner’s , committee’s, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any response; (2) any requirements under the solicitation, the RFQ, or related documents; (3) the rejection of any response or any part of any response; (4) waiver by the port of any technicalities in the RFQ package or any response; (5) waiver or change in any non-material provision of the RFQ solicitation package or materials that do not adversely and specifically affect the previously submitted response; and/or (6) the award of a contract, if any.
- 5) The Port reserves the right to reject any or all responses, to waive any irregularities and/or technicalities in response received or not award. The Port, in its sole discretion, will determine whether any or all the responses are responsive and reserves the right to make a determination as to whether any one or more Qualifications documents are qualified. The submission of a response to this RFQ is an offer by the Proposer to contract only and does not constitute a contract. There will be no contractual obligations on the part of the Port to any Proposer, nor will any Proposer have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by the Port, including, without limitation, all provisions of the contract have been negotiated to the satisfaction of the Port; the contract is unconditionally signed by the Port and the selected Proposer the contract is delivered by all parties; and all conditions to be fulfilled by the Proposer prior to contracting have either been fulfilled by the Proposer or waived in the writing by the Port.

ADDENDA

If at any time, the Port changes, revises, deletes, clarifies, increases, or otherwise modifies the RFQ, the Port will issue a written addendum to the RFQ. Proposer must register for this RFQ to be notified of addendum and new documents on this RFQ. It is the Proposer’s responsibility to check for addenda and other new documents on-line.

SUBMITTAL EFFECTIVE DATE

The submittals shall remain in effect for 180 days after the RFQ due date, unless extended by mutual agreement between the Port and the applicable Firms.

DEBRIEF PROCEDURES

After award, submitters may contact the Port to request a phone or in person debrief conference.

INSURANCE REQUIREMENTS AND INDEMNIFICATION

Evidence of financial stability and credit worthiness; ability to meet port's insurance requirements is mandatory. Insurance and contract terms will be covered during contract negotiations.

TITLE VI (FEDERAL) NON-DISCRIMINATION

The Port of Benton assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Port sponsored program or activity. The Port of Benton further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

PORT NON-DISCRIMINATION

By signing and submitting a response to this RFQ, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the “successful proposer”), and as of the date of contract award, it shall comply with the “Anti-Discrimination Clause” provided below:

Non-discrimination. Port of Benton complies with applicable federal civil rights and Washington state civil rights laws and does not discriminate on the basis of race, color, national origin, religion, sex, families with children, marital status, honorably-discharged veteran or military status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, in the administration of its programs and activities.

The Consultant shall comply with the substantive requirements of RCW 49.60, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Consultant of the Consultant’s compliance with the requirements of Chapter RCW 49.60. If the Consultant is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter RCW 49.60, this Agreement may be subject to a declaration of default and termination at the Port’s discretion. This provision shall not affect the Consultant’s obligations under other federal, state, or local laws against discrimination.

OTHER PUBLIC AGENCY ORDERS

The Washington State Interlocal Cooperative Act, RCW 39.34, provides that other governmental agencies may purchase goods or services on this RFQ or contract in accordance with the terms and prices indicated herein if all parties agree. The Port does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

Attachment A

2022 Port of Benton Current Coverage Description

Taken from the Port’s 2022 Audited Financial Statements - NOTE 11 – RISK MANAGEMENT

Port of Benton is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. The Pool was formed July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool’s fiscal year ending August 31, 2022, there were 527 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris program provides for various forms of joint self-insurance and reinsurance coverage for its members: Liability coverage, which includes: General Liability, Automobile Liability, Public Officials’ Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes: Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims made coverage form. Crime coverage is provided on a discovery form. All other coverage is provided on an occurrence coverage form.

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that are applicable to them. In certain cases the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool’s SIR up to the coverage maximum limit of liability. The tables below reflect the Pool’s SIR, reinsurance limits and member deductibles/co-pays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays ⁽¹⁾
Liability:				
Comprehensive General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays ⁽¹⁾
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability ⁽²⁾	Per Occurrence Pool Aggregate	\$500,000 \$1 million	\$0 Fully funded by Pool	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay ⁽³⁾

(1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible

(2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.

(3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.

Property ⁽²⁾:

Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery ⁽³⁾	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense(EE) ⁽⁴⁾	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000

Sublimit ⁽⁵⁾:

Flood	Per Occurrence	\$250,000	\$50 million (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity, subject to \$250,000 minimum	\$10 million (shared by Pool members)	\$1,000 - \$250,000
Terrorism Primary	Per Occurrence Pool Aggregate	\$250,000	\$100 million per occurrence \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence	\$500,000	\$600 million/ \$0	\$0

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays ⁽¹⁾
	APIP Per Occurrence		Pool aggregate	
	APIP Aggregate		\$1.1 billion/ per occurrence APIP program \$1.4 billion/ APIP program aggregate	
Automobile Physical Damage⁽⁶⁾	Per Occurrence	\$25,000; \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000
Crime Blanket⁽⁷⁾	Per Occurrence	\$50,000	\$1 million	\$1,000
Named Position⁽⁸⁾	Per Occurrence	\$50,000	\$1 million	\$1,000
Cyber⁽⁹⁾	Each Claim APIP Aggregate	\$100,000	\$2 million \$40 million	20% Copay
Identity Fraud Expense Reimbursement⁽¹⁰⁾	Member Aggregate	\$0	\$25,000	\$0

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.
- (2) Property coverage for each member is based on detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement pursuant to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.
- (3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.
- (4) Business Interruption/ Extra expense coverage is based on scheduled revenue generating locations/operations. A limited number of members schedule and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.
- (5) This sublimit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.
- (6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detail vehicle schedule.
- (7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance" of \$2,500 is provided to each member. Member's may elect to "buy-up" the level of coverage from \$5,000 to \$2 million.
- (8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.
- (9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/members property TIV with an 8 hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.
- (10) Identity Fraud Expense Reimbursement coverage is purchased by Enduris. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements in excess of the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year and must give notice 60 days before renewal in order to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with the Pool, who then determines coverage and administers the claims.

The Pool is governed by a Board of Directors which is comprised of seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

Attachment B
QUALIFICATION STATEMENT & QUESTIONNAIRE

1. Does your firm meet the requirements for being licensed as an insurance broker in the State of Washington and hold E&O insurance?
2. Executive Summary & Approach - Summarize your firm's qualifications and special expertise in performing the type of services identified in the Port's **Services to be Provided**. Include a conceptual plan to structure the Port's program (i.e., consolidation of packaging of policies, layering and financing techniques), a brief assessment of the current coverage, proposed alternative program/coverage, and rationale for your proposed plan.
3. Market Reach – Describe your firm's ability to find insurance companies that will insure the Port for all required and necessary coverages.
4. Qualifications & Experience – Describe your firm's qualifications and staff experience in providing broker services similar to the Port's needs as identified in its **Services to be Provided** section for this project. Include any unique insurance-related services your firm offers which you believe distinguishes your firm from other proposers and why your firm may be considered best suited to handle the Port's insurance needs.
5. Designate the individuals by role who will be working with the Port staff. Include summary biographies (or resumes) of key staff to be assigned to perform this work. If your firm is selected for interviews, these individuals may be interviewed.
6. Describe how your firm assists clients with assessment of risk and guides the client in making choices in coverage types and limits.
7. Provide the names and contact person(s) including email and phone number, along with all associated contact information for five ports, governmental agencies, or other similar organizations for which your firm has provided similar services.
8. Describe the information and assistance required from the Port initially and on an annual basis.
9. Describe how you will keep the Port informed of trends in the insurance industry and conditions impacting the Port's operations and risk exposures.
10. Describe in detail the efforts your firm will undertake to satisfy the requirements listed in the section entitled "**Services to be Provided**" that have not yet been addressed. Indicate any additional services your firm views as necessary or advisable and why the Port should consider or adopt these services.
11. Pricing Methodology - Describe your firm's approach for pricing, including its methodology for rebating commissions. How does your firm structure your fees for your service and how is your firm compensated for services.
12. The Port desires a multi-year base award with multiple one-year options. For example a two-year contract with three, one-year options. Describe how your firm would approach pricing under such a scenario.