

Cayuga Community College
Request for Proposals
Insurance Broker Consulting Services
RFPINS1A

June 3, 2022

Dear Proposer:

Cayuga Community College is now accepting proposals for insurance broker/consulting services and is inviting you to respond to its Request for Proposals.

Enclosed is the RFP with all schedules, requirements, and forms for reply. If you are not the person at your agency that should receive the proposal, please forward to the appropriate party.

Instructions for preparation and submission of a proposal are contained in this package.

All proposals must be submitted to Marie Nellenback, Acting CFO/Treasurer, 197 Franklin Street, Auburn, NY 13021 via email at nellenback@cayuga-cc.edu and Kelly Albrecht, Assistant CFO/Treasurer via email at kalbrecht@cayuga-cc.edu **no later than 4:00 p.m. on Wednesday, June 29, 2022.**

All Questions should be directed to Marie Nellenback via e-mail at nellenback@cayuga-cc.edu or phone at 315-294-8501.

Thank you for your interest in doing business with Cayuga Community College.

Sincerely,

Marie Nellenback
Acting CFO/Treasurer

**REQUEST FOR PROPOSALS
PROPERTY & CASUALTY INSURANCE BROKERS
FOR CAYUGA COUNTY COMMUNITY COLLEGE**

**CAYUGA COMMUNITY COLLEGE
197 FRANKLIN STREET
AUBURN, NY 13021**

PREPARED BY:

Marie Nellenback
Acting CFO/Treasurer
nellenback@cayuga-cc.edu

June 3, 2022

**REQUEST FOR PROPOSALS
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FOR CAYUGA COUNTY COMMUNITY COLLEGE**

ABOUT CAYUGA COUNTY COMMUNITY COLLEGE (CCC)

Cayuga Community College, a unit of the State University of New York with locations in the cities of Auburn and Fulton, is a two-year community college sponsored by Cayuga County and governed by a 10-member Board of Trustees.

Committed to being the community college for both Cayuga and Oswego counties, the College offers transfer and career-oriented curricula on a degree and certificate basis through day, evening, online, and summer sessions. The College also has a brand new Culinary program with a modern state of the art leased facility and a new Advanced Manufacturing Institute on the Fulton campus. Cayuga has robust programs for high school students both at the high schools and online and offers professional and industrial training on both campuses through its Community Education and Workforce Development programs.

Founded under the sponsorship of the Auburn City School District in 1953 as Auburn Community College, the College changed its official name to Cayuga County Community College in 1975 when Cayuga County assumed sponsorship.

The Auburn campus is located in the heart of Cayuga County in New York State's Finger Lakes Region. The Fulton campus is located in Oswego County, just 10 miles from the southeast shore of Lake Ontario. Both locations offer a blend of rural and urban cultures with a rich variety of recreational and cultural opportunities including museums, parks, and theatrical and musical venues. The cities of Ithaca, Syracuse and Rochester are an easy drive from either location.

The Fulton Campus, which originated in January 1994, has occupied a few different locations over the years. It currently is located at River Glen Drive in Fulton, NY. The Fulton Campus has "branch" status, meaning degrees can be completed entirely in Fulton. The main campus is located at 11 River Glen Drive. The College is looking to add coverage to 13-41 River Glen Drive which is held for expansion by the College.

Briefly, from a risk profile perspective, CCC has the following coverages:

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| | | |
|---|--|----------------|
| Property Insurance | | |
| Blanket Building and Contents | | \$ 109,740,627 |
| Business Interruption (Tuition Income) per building | | \$ 2,000,000 |
| Backup of Sewer and Drains | | \$ 1,000,000 |
| Limited Water Damage Coverage | | \$ 500,000 |
| Deductible Applies | | \$ 500 |
| Earthquake and Flood (\$25,000 deductible) | | \$ 1,000,000 |
| Data Processing Equipment, Replacement Cost (\$500 deductible) | | \$ 2,172,768 |
| Commercial Inland Marine | | |
| Radio & TV Equipment, Replacement Cost (\$500 deductible) | | \$ 435,000 |
| Laptops (\$500 deductible) | | \$ 30,000 |
| Off Premise Radio and TV Equipment (\$500 deductible) | | \$ 50,000 |
| Equipment Used in Plastic Lab (\$500 deductible) | | \$ 95,000 |
| Commercial Crime | | |
| Employee Theft | | \$ 250,000 |
| Money and Securities, Inside/Outside | | \$ 25,000 |
| Forgery or Alteration | | \$ 100,000 |
| Computer and Funds Transfer Fraud | | \$ 100,000 |
| Faithful Performance of Duty coverage is included | | |
| Fraudulent Impersonation of Employees Coverage is included | | |
| Commercial General Liability | | |
| Each Occurrence, Commercial General Liability | | \$ 1,000,000 |
| Aggregate | | \$ 3,000,000 |
| Medical Expense | | \$ 10,000 |
| 1,000,000/3,000,000 Law Enforcement and Security Officers Liability | | |
| 1,000,000/3,000,000 Abuse or Molestation Liability | | |
| 1,000,000/3,000,000 Employee Benefit Liability | | |
| Health Student Professional Liability incl Good Samaritan | | \$ 1,000,000 |
| Educator Legal Liability | | \$ 1,000,000 |
| Includes Drone coverage | | |
| Business Automobile Policy | | |
| Liability per accident (owned, non-owned, hired, SUM) | | \$ 1,000,000 |
| Comprehensive and Collision, 12 vehicles (\$250 deductible) | | |
| Umbrella Liability | | |
| Per Occurance | | \$ 15,000,000 |
| Aggregate | | \$ 15,000,000 |

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The College presently insures about 9 vehicles on their Business Auto policy. FTE enrollment is about 1,640 students. The College employs approximately 250 full-time and part-time employees.

The current insurance program renews September 1, 2022 and includes Property, General Liability, Commercial Inland Marine, Commercial Crime, Commercial Umbrella Liability and Police Professional Liability, Professional Liability for Health Students, and Abuse or Molestation Liability. The College also carries separate Cyber insurance that renews on an April 1 timeframe. The College understands that the timing involved to select the broker, market the insurance and undergo the renewal may not align with the September 1, 2022 renewal date. If this is the case, the current insurance would be renewed and if necessary the College would begin with the new carrier at a subsequent date to be determined.

Visit CCC Online at: www.cayuga-cc.edu

PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (“RFP”) is to obtain statements of Proposals from qualified companies to be the insurance broker on record for CCC for the various insurance policies comprising the College’s Property & Casualty insurance program.

TERM OF ENGAGEMENT

It is anticipated that the selected firm will be retained by CCC for a period of three years with up to three additional one-year options at the discretion of CCC.

RESPONSE DUE DATE

June 29, 2022 4:00 pm EST

SUBMISSION OF RESPONSE

One (1) copy of the Response must be emailed by the Response Due date noted above to:

Marie Nellenback
Acting CFO/Treasurer
Cayuga Community College

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197 Franklin Street
Auburn, NY 13021
nellenback@cayuga-cc.edu

One (1) copy of the Response must be emailed by the Response Due date noted above to:

Kelly Albrecht
Assistant CFO/Treasurer
Cayuga Community College
197 Franklin Street
Auburn, NY 13021
kalbrecht@cayuga-cc.edu

Proposals must be emailed per the above instructions (PDF format by e-mail) and shall include all information required in accordance with this RFP.

Questions should be directed to Marie Nellenback via e-mail at nellenback@cayuga-cc.edu or phone at 315-294-8501.

ANTICIPATED TIMETABLE FOR RFP

Official release of the RFP is June 3, 2022 with responses due June 29, 2022. Proposals will be evaluated by a committee with a selection as soon as possible after the response due date. The College reserves the right to reject proposals that do not follow the RFP instructions and also reserves the right to reject all proposals if decided it is in the best interest of the College.

SELECTION PROCESS

Respondents will need to complete the attached Brokerage Information Questionnaire (Exhibit A) and submit it by the Response Due Date. Respondents to this RFP are not entitled to any monetary consideration for any work performed during the Selection Process.

INITIAL SELECTION CRITERIA

The Broker selection will be based on multiple factors including:

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1. The personnel assigned to CCC's account.
2. The firm's experience with similar educational institutions.
3. Demonstrated access to and familiarity with insurance markets.
4. Availability of claims personnel and technology to assist CCC.
5. References provided to CCC. Preference given to NYS Community College references.
6. Demonstrated understanding of the scope of services sought.
7. Loss Control services available from the selected Broker. Availability of risk management services and personnel.
8. Such other factors as CCC may deem appropriate after completing its review of the Responses.

FINAL SELECTION CRITERIA FOR BROKER

In addition to the selection criteria listed above under "Initial Selection Criteria for Brokers", CCC will base its selection of the broker based on:

1. CCC's interaction with representatives of the firm(s) during the assessment process,
2. Any other factors CCC shall deem appropriate based on the circumstances at that time.
3. Possible presentations to the selection committee.

SCOPE OF SERVICES

CCC intends to select a single Insurance Broker for its Property & Casualty insurance coverage. The selected Insurance Broker (after receiving the necessary Broker of Record Letters) will be expected to assign experienced staff immediately upon proposal acceptance to work with CCC to ensure a smooth transition of all existing coverages to the selected Insurance Broker and to make whatever data requests and inspections of the College facilities as deemed necessary to get "up to speed" with the operations of the College.

Respond to each of the Services in Exhibit B by indicating whether or not your firm can provide services and to the extent which you believe your services or procedures are different from your competitors, describe the process by which you would provide those services.

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Provide a detailed explanation of any service described in Exhibit B your firm will not or cannot provide.

Describe any additional services you would provide or that you believe are necessary to the engagement described in this RFP.

STRUCTURE OF RESPONSES

1. CCC desires to consider Responses in a consistent and easily comparable format as established in this RFP. Proposals not organized as set forth in this RFP may, at CCC's discretion, be considered nonresponsive. Please do not refer to other parts of your Response in lieu of answering a specific question. Do not provide references to the firm's website, in lieu of providing specific information in the Response.
2. Each Response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the firm shall certify (a) that the information included in the Response is true and correct to the best of its knowledge and (b) that the person signing the transmittal letter is authorized to execute the Response on behalf of the firm.
3. Responses should be organized in the same manner as the individual information requests contained herein. Responses requiring more space than provided may be continued on a separate page with specific reference to the item.
4. Firms responding to this RFP should prepare clear and complete responses to each of the questions and information requests. Brevity and clarity of responses will be appreciated.

ADDITIONAL PROPOSAL INFORMATION REQUIRED

1. Licenses. Provide evidence that the broker and persons who would be performing the work for CCC maintain all New York Licenses required in order to broker the insurance pursuant to this RFP.
2. Co-Broker. Please specify any co-broker arrangements with proposal.

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RATIONALE FOR SELECTION

Present the case for selection of your firm as CCC's insurance broker. To the extent possible, please do not repeat information provided elsewhere. Instead, use this opportunity to share with CCC the unique Proposals, experience, approach, background or other characteristics of your firm that make it the best choice for CCC. Feel free to include any suggestions for innovative ideas or suggestions for ways to provide the Scope of Services in a convenient, efficient and cost-effective manner.

BROKER'S INSURANCE

If selected, Broker agrees to maintain in full force and affect the following policies of insurance during the term of this Agreement:

1. Workers' Compensation providing statutory New York coverage with Employers Liability limits of \$500,000 Each Accident, Bodily Injury, \$500,000 Each Employee, Disease and \$500,000 Policy Limit, Disease.
2. Commercial General Liability, on an occurrence basis, (including Excess Liability, if needed to achieve the required limits) with a Bodily Injury and Property Damage Limit of \$5,000,000 Each Occurrence, a Products/Completed Operations Limit of \$5,000,000 Aggregate, a Personal Injury & Advertising Injury Limit of \$5,000,000 each person and a General Aggregate limit of \$5,000,000 with CCC named as an Additional Insured on a primary basis.
3. Commercial Automobile Liability covering Owned, Hired and Non-Owned Autos (including Excess Liability, if needed to achieve the required limit) with a Combined Single Limit for Bodily Injury & Property Damage of \$5,000,000 Each Accident.
4. Errors & Omissions coverage with a limit of \$5,000,000 Each Occurrence/Claim and Aggregate. If written on a claims-made basis, (a) the retroactive date must be no later than the effective date of services, and (b) the coverage must be maintained and evidenced to CCC for at least three years after termination of services.

If selected, the Broker shall submit a certificate or certificates evidencing the coverages in a form satisfactory to CCC and Broker will agree to provide immediate (not less than

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3 days) notice to CCC in the event that any of the Broker's insurers give notice of cancellation, non-renewal or material change of any insurance required herein. Broker further agrees to give CCC 30 days prior written notice of cancellation, non-renewal, or material change of any insurance required herein that is initiated by Broker.

Receipt of the above mentioned certificates by CCC, or by any of CCC's representatives, which evidence coverage that is deficient of that required, does not constitute a waiver of Broker's obligation to fulfill the insurance requirements herein.

BROKER OF RECORD PROCESS

The successful broker will be provided with Broker of Record Letters appointing them to serve in that capacity. If the Incumbent Broker(s) is (are) not selected, it is expected that they will take every reasonable step to expedite the Broker of Record process and to not impose any delays.

CONFIDENTIALITY

Broker hereby agrees to keep confidential all information and data, whether written or oral, obtained from CCC or pursuant to the performance of Broker's services on CCC's behalf including any information obtained during the RFP process.

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Exhibit A – Brokerage Information Questionnaire

Firm Name and Address:

1. Size of Servicing Location:

Staff: Professional: Other:

2. Premium Volume:

Total Commercial (All Offices)

Total Commercial (Office to Service CCC)

In addition to the above information, provide an overview of the firm, including the full legal name of the institution as well as a summary of the ownership and management of the firm. Describe any significant changes in the management and/or structure of your firm, including mergers that have occurred during the past three years. Does your firm foresee or anticipate any organizational changes in the next 24 months:

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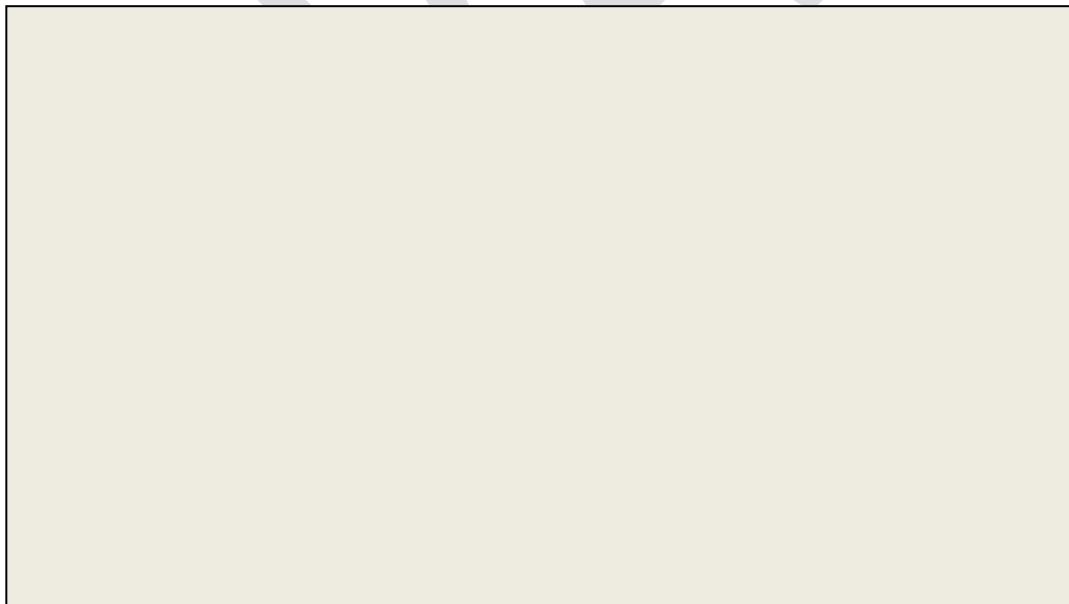
Exhibit A – Brokers Information Questionnaire

3. Location and Personnel. List the location of your firm’s main office and provide the address of the office location that will service CCC.

Identify the person directly responsible as the primary representative on behalf of CCC and provide contact information for that person, and include a brief description of the representative’s background, experience and Proposals, as well as an explanation of the representative’s role and responsibilities for the firm.

Provide a brief overview of other representatives of the firm who will be assigned to CCC, their roles and responsibilities and their background and experience. (Be sure to identify the individual(s) who would service the account on a daily basis, including policy review, endorsement processing, certificate of insurance requests, etc. and his or her Proposals and years of experience with the firm.

How many dedicated claims support staff does the firm maintain that specialize in Educational Institutions? What portion of the claims support staff is located in the office that will service CCC?



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Exhibit A – Brokers Information Questionnaire

- 5. Client Support. Identify any technology or related tools available from your firm and describe the advantages those tools offer CCC. Describe how your firm monitors insurer solvency and steps it would take in the event an insurer's solvency was weak or deteriorating or their rating downgraded.

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Exhibit A – Brokerage Information Questionnaire

6. Educational institution insureds currently or previously (within past 2 years) handled by your firm including name and phone number of contact person:

7. Indicate if your firm prefers to be compensated on a commission or fee basis for risks the size of CCC and describe your disclosure and transparency policies with regard to revenues derived directly or indirectly from the placement of insurance policies.

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Exhibit A – Brokerage Information Questionnaire

8. If your firm requires the use of a Client Services Agreement or similar document that spells out the scope of services provided and method of compensation (whether it requires a signature by the client or not), please (a) provide a complete copy of any such agreement and (b) confirm that any Limitation of Liability provision, Indemnification provision or similar provision favoring the Broker will be waived in writing.

9. Will your firm agree to comply with the insurance and confidentially requirements specified in the RFP? Yes No

Print or Type Name of Brokerage

Print or Type Name of Authorized Representative

Signature of Authorized Representative

Date

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Exhibit B – Broker Services

With respect to the insurance coverages placed, the Broker will be expected to provide the following services to Cayuga Community College (CCC). Confirm your agreement or inability of providing the listed services by checking the Yes or No boxes.

- Yes No a. Act as CCC's insurance Broker regarding the negotiation of coverage terms and premiums, and the placement of coverage with insurers.
- Yes No b. Review the insurance policies for compliance with the insurers' proposal and CCC's specifications and obtain revisions when needed in a timely manner.
- Yes No c. Check the accuracy of each binder, certificate, endorsement, premium audit or adjustment or other document received from CCC's insurers and obtain revisions when needed.
- Yes No d. Promptly submit originals of the insurance policies and endorsements to CCC.
- Yes No e. Prepare certificates of insurance as requested by CCC (on same or next business day required)
- Yes No f. At time of policy issuance, prepare a schedule of the CCC's insurance policies including the name of insurer, policy number, term and a summary of the coverages provided including limits, deductibles/retentions, and the estimated annual premium.
- Yes No g. Keep CCC informed of changing conditions in the insurance marketplace.
- Yes No h. Monitor the financial strength of the insurance companies that provide the CCC's coverages, and inform CCC of adverse developments. Broker to provide client with any information available from authorities evaluating or monitoring insurance companies as reasonably required by CCC.

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Exhibit B – Broker Services

- Yes No i. Develop and execute a marketing strategy for all insurance policies serviced by the Broker subject to CCC's approval, which is not to be unreasonably withheld. However, Broker will not approach any insurance market on behalf of the client without the express written consent of CCC.
- Yes No j. Assist CCC in developing and maintaining the underwriting information necessary to market the insurance coverages.
- Yes No k. Provide loss control assistance, including risk evaluation by Broker's loss control specialists.
- Yes No l. Monitor the loss control assistance provided by CCC's insurer's, evaluate the recommendations submitted by the insurer's and negotiate amendments, if appropriate.
- Yes No m. Provide detailed loss data from the insurer on a quarterly basis with an annual recap of all losses.
- Yes No n. Analyze CCC's loss data to determine trends in causes, types of injuries, and sites of incidents. A report, including graphics, is to be provided on a quarterly basis for all coverages.
- Yes No o. Monitor the claims services provided by CCC's insurers, and assist CCC in adjusting and settling claims, including the preparation of proofs of loss on a timely basis as required by the insurer.
- Yes No p. Meet annually with CCC personnel for claim reviews (to be scheduled in advance of loss evaluation dates for experience rating/underwriting considerations)

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Exhibit B – Broker Services

- Yes No q. Monitor CCC's exposures and advise CCC of potential additional premiums due on insurance coverages subject to audit adjustment.
- Yes No r. Develop and monitor procedures to assist CCC in submitting timely reports of values.
- Yes No s. Meet with CCC personnel at least semi-annually to review the insurance program and help to assure CCC maintains appropriate levels of insurance and notify CCC of any new developments in the industry or markets generally that affect CCC in any way or that impact the insurance coverage or policies sought by CCC.
- Yes No t. Review contracts as requested by CCC, comment on the Insurance, hold harmless/indemnification, subrogation and other risk transfer provisions therein, and obtain revisions to CCC's insurance policies as required by those same contracts.
- Yes No u. Ensure the availability of the Insurance Broker's primary Account representative (or temporary substitute as needed) and other account team members to CCC personnel to address questions related to the account.
- Yes No v. Provide CCC with an annual report within 45 days of the end of CCC's fiscal year, detailing a schedule of the policies in force, the coverage amounts, deductible amounts, premiums paid and fees and/or commissions (contingent or otherwise) received by the Broker in connection with each policy and include loss reserve information in a form that is satisfactory to CCC's auditors for year-end purposes.
- Yes No w. Furnish continuing advice and counsel to CCC as appropriate and such other services related to the insurance coverage as CCC may reasonably request.

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Exhibit B – Broker Services

- Yes No x. No later than 90 days prior to each anniversary of the date the Broker was appointed as Broker of Record, Broker shall submit a written report to CCC detailing Brokers activities conducted for CCC during the year. The report shall include a statement of the approximate time spent by each employee of the Broker on CCC's account during the current term, a discussion of any known problems and recommendations for solutions to those problems. The report shall also include a listing of objectives to be accomplished during the following year. If the insurance program is not renewed through Broker or if it is moved elsewhere, Broker will provide client with a summary of outstanding items, including endorsements not yet received by Broker, which have been ordered from each insurance company.

Print or Type Name of Brokerage

Print or Type Name of Authorized Representative

Signature of Authorized Representative

Date