

REQUEST FOR PROPOSAL INSURANCE BROKER

A. Introduction and Purpose

The Aspira Inc of Pennsylvania (Aspira) is a non-profit and a leader in educating competitive leaders of tomorrow who will build community wealth through integrity, perseverance, and civic responsibility by working with Aspira's Schools and various programs. Additional information may be found at <https://www.aspirapa.org/>.

During its more than 50 years as an independent nonprofit, ASPIRA has led and managed various projects and programs with the aim of providing better education and helping community. ASPIRA has nearly 550 full-time employees, 200 part-time employees, volunteers, Aspira's Schools and few programs.

Aspira's School and Aspira hereby request the proposals for insurance broker services for insurance benefits as described in Section B – Scope of Work. The contract will be an open and fair award. The contract will be awarded as an extraordinary unspecifiable services contract with scoring and ranking of proposals.

B. Scope of Work

Aspira's School and Aspira place primary importance on developing and maintaining a quality risk management program with corresponding insurance coverage that thoroughly responds to the risks and liabilities faced in its role as a management company of chartered schools. Aspira's School and Aspira are seeking written proposals from a brokerage firm and representative broker(s) to provide insurance broker services that include but are not limited to insurance placement and servicing, risk exposure analysis, as well as general insurance advisory services and claims assistance.

The broker of record, upon selection, would be authorized by Aspira's School and Aspira to negotiate with various insurance carriers in the commercial market for the Aspira's School and Aspira.

The coverages are:

- Commercial General Liability
- Automobile Liability
- Umbrella Liability
- Excess Liability
- Workers' Compensation and Employer's Liability
- D&O
- Abuse/Molestation

The insurance broker will be expected to perform a detailed analysis to determine if it would be beneficial for the school Aspira's School and Aspira to remain in the current plan or recommend a new commercial market including options of captive insurance.

Aspira's School and Aspira requests proposals for the placement, oversight, and management of the Aspira's School and Aspira's insurance plan coverage. The insurance consultant/broker will be required to perform, but not to be limited to, the following services:

- Work collaboratively with Aspira's School and Aspira to form strategic frameworks that optimize insurance programs.
- Assist in risk assessment, risk mitigation and emerging risk issues.
- Provide best-in-class expertise and innovation regarding risk financing of insurable and non-insurable risks.
- Advocate on behalf of Aspira's School and Aspira regarding claims.
- Provide expertise on all Risk Management functions.
- Review the Aspira's School and Aspira's coverages for contractual completeness, coverage and compliance.
- Assist the Aspira's School and Aspira in developing and maintaining the information to provide a cost effective program.
- Provide the staff and services necessary to oversee the smooth and efficient placement of the coverages. This includes the responsibility to interact with the selected carrier, the Aspira's School and Aspira's employees to guarantee a timely and complete enrollment.
- Monitor the financial and administrative strengths and ratings of the carriers providing the Aspira's School and Aspira's coverage.
- Act as liaison on the Aspira's School and Aspira's behalf with insurance carriers.
- Review the claims and experience of the Aspira's School and Aspira's programs.
- Meet with a representative of the Aspira's School and Aspira on a quarterly basis to report on the operation of the coverages.
- Demonstrate best in class service, class strategy, innovation (as necessary), and collaboration with Aspira's Schools and Aspira
- Provide evidence of competitive quotes.

C. Qualifications

1. Must be actively licensed as a Pennsylvania insurance broker for a minimum of ten (10) years.
2. Must have a minimum of five (5) years' experience representing Pennsylvania governmental entities as an employee benefits program broker.
3. Must have positive experience as the employee benefits program broker for a minimum of three (3) charter school in Pennsylvania with at least 500 covered employees.
4. Must provide letters of recommendation from one (1) charter school in Pennsylvania with at least 500 covered employees and two (2) letters of recommendation from other public school.

5. A letter certifying that all insurance will be placed net of commissions.
6. See selection criteria for additional qualifications.

D. Submission Requirements

The bidder's proposal must provide a detailed response and supporting documentation, where requested, to each of the following areas:

1. Cover page

Please include the name of your organization, address, and contact information.

Please include the name, title, and contact information for an authorizing official.

2. Table of Contents

3. Company Information and Past Experience

Provide a brief summary of your firm and its culture and a description of key staff proposed to be assigned to Aspira's School and Aspira's account (brochures and marketing materials may be included as an appendix, but should not take the place of a brief written response). Include an organizational chart and reporting lines (if applicable). Include a description of your experience and expertise serving clients:

- in the non-profit arena, and a summary of what differentiates your firm from your Competitors.
- that receive funding from a variety of sources including local, states and the federal government.

Indicate the primary physical location from which you will be providing your services.

4. Services Description

What is included in your core benefits brokerage and consulting services?

Are other services available? If so, please provide an overview.

5. Transition Proposal

Provide a plan which outlines the procedures and a draft timeline the bidder expects to use in performing a transition from a current provider to a new provider.

Provide a 90-day start-up plan which outlines the bidders approach to having Aspira's School and Aspira as a client in the first 90 days of contract award.

6. Exposure Analysis

Provide a narrative which indicates your understanding of the greatest risk(s) or exposure(s) that Aspira's School and Aspira face and the recommended insurance policy, coverage, and/or provider(s). Include any market trends or emerging insurance issues in your discussion.

7. Fee Proposal

Describe your proposed form of compensation (i.e., commission, annual retainer, fee-for service).

Specify which services are included in this compensation and which services would require additional fees.

8. References

Provide references with contact information from a minimum of three clients who currently use bidder's services.

At least one of the clients must speak to the bidder's performance with non-profits, fiscal sponsors, and/or federally funded entities.

9. Sample Materials

Include sample materials that are representative of the support you provide your clients. Provide at least three examples of your success in negotiating favorable insurance rates and coverage for similar clients.

E. Proposal Format

In order for Aspira's Schools and Aspira to conduct the most efficient proposal evaluation, bidders are required to organize their proposals as noted below:

- 1. Cover Page**
- 2. Table of Contents**
- 3. Company Information and Past Experience**
- 4. Services Description**
- 5. Transition Proposal**
- 6. Exposure Analysis**
- 7. Fee Proposal**
- 8. References**
- 9. Sample Materials**

Proposals must be organized according to the submission requirements and proposal format above. Proposals must address all of the requirements in Sections B and E. Proposals must not exceed 20 pages, Times New Roman Font, size 12. Cover page, table of contents, financial statements, attachments, and sample materials are not included in the page limitation. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offeror's services, fees, experience, and capacities.

Proposals which fail to address each of the submission requirements above may be deemed nonresponsive and will not be further considered. Note that responses to RFP requirements must be specifically answered within the context of the submitted proposal. Aspira's School and Aspira's evaluation team will not refer to a designated website, brochure or other location for the requested information. Responses that use references to external materials as an answer will be considered non-responsive.

F. Submission of Proposals & Closing Time

Please submit proposals to: Accounting Manager Prashant Patel
ASPIRA, Inc., of Pennsylvania
4322 N 5th St, Floor 3
Philadelphia, PA 19140
Email: Ppatel@aspirapa.org

Proposals are due by: Friday, April 10, 2020
4:00 p.m. local time

Sealed proposals for insurance broker services for insurance benefits will be accepted by ASPIRA Inc., of Pennsylvania at the address mentioned above. In addition, a copy of the proposals must be submitted via email by the date and time specified above. Bidders are permitted, but not required to submit hard copy proposals in addition to an electronic submission. Hard copy proposals must arrive within two business days of the proposal due date.

Aspira's School and Aspira encourages inquiries concerning this RFP. All questions pertaining to this RFP must be made via email to Ppatel@aspirapa.org. Questions and answers will be shared with all bidders. Bidders should retain a copy of their application and accompanying enclosures for their records.

G. Proposal Timeline and Evaluation

1. Proposal Timeline

Aspira's School and Aspira intend to follow the below timeline for review and award of this solicitation:

Questions Due: April 10, 2020 04:00 PM (EST)
Deadline for Submittal: April 10, 2020 04:00 PM (EST)
Review of Proposals: April 20-30, 2020
Interviews or Additional Questions Conducted: May 4-15, 2020
Insurance Broker Selected: June 8-19, 2020

*Dates are subject to change at the discretion of Aspira's School and Aspira.

2. Proposal Evaluation

Aspira's School and Aspira is committed to a transparent process of award and selection of an insurance broker with the intention to secure the best possible solution(s) for Aspira's School and

Aspira's ongoing needs while ensuring an optimal financial and operational outcome and the best value to our funders.

An evaluation team will review, in detail, all proposals received to determine the best value. Following the initial review and screening of the written proposals, using the selection criteria described below, bidder(s) will be invited to participate in the final selection process, which may include participation in an oral interview and/or submission of any additional written information as requested by Aspira's School and Aspira.

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from Aspira's School and Aspira to determine the best value. A bidder can receive a maximum of 100pts:

- A) Company Information and Past Experience (20%)
- B) Key personnel and Experience with Non-Profits/Fiscal Sponsors/Donor Funded Entities (20%)
- C) Transition proposal (10%)
- D) Exposure Analysis (10%)
- E) Services (15%)
- F) Fees (10%)
- G) References (15%)

H. Solicitation Terms

1. Agreement

Subject to availability of funding, Aspira's School and Aspira intend to issue an exclusive cost reimbursable type agreement for a base period of up to five (5) years to the successful bidder from this procurement process. Aspira's School and Aspira reserve the right to issue one or more awards as a result of this RFP.

2. Discretion

Aspira's School and Aspira may, at its sole discretion and after the evaluation process, choose not to issue any agreement as a result of this process. Aspira's School and Aspira may also, at its sole discretion, choose to issue as many or as few agreements as deemed necessary to meet Aspira's School and Aspira's business needs.

3. Offers/Quotations

Prices must be inclusive of all costs, including taxes and fees, in US Dollars. Quotes and prices should remain valid for ninety (90) calendar days from proposal submission.

4. Proposal Costs

There is no reimbursement for costs associated with preparing or submission of proposals in response to this RFP or costs associated with possible award negotiation.