

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

705 Elmwood Avenue
Providence, RI 02907

GENERAL GUIDELINES FOR COMPLETING REQUEST FOR PROPOSAL PACKAGE

This document is intended as a guideline to assist prospective Proposers in successfully completing the necessary Proposal paperwork. You are strongly encouraged to read the Instructions for Proposers Sections very carefully. This document is NOT intended to replace the more-detailed instructions that are included in the attached Proposal Package.

- **In the event the Proposal requests specific information; Please use the forms provided, attach additional sheets to the forms if necessary. DO NOT substitute your own forms.**
- Make Sure the Bid Response is received by the RIPTA Purchasing Department by the designated date and time. Late Bids will not be accepted
- It shall be the responsibility of prospective Bidders to check the State of Rhode Island, Department of Administration Division of Purchases Website for any addenda.
- Make Sure that the Bid is returned in an Envelope or Box **CLEARLY LABELED** with the following Information: **Bid Number and what the Bid is for. This information should be in the lower left hand corner.** The envelope should also be labeled **Bid DOCUMENTS ENCLOSED**
- When in doubt, contact RIPTA Contracts Manager (401) 784-9500 extension 214 for assistance.
- **Bid must be submitted pre-punched for standard three ring binders. Spiral bound Bid submittals WILL NOT be allowed. Please note that United Parcel Service will not deliver to our address.**

The following label shall be affixed to the envelope or package containing the proposal response documents. It is imperative that his label be affixed to insure the proposal documents are received and routed in the proper manner:

Return Address

PROPOSAL DOCUMENTS ENCLOSED

CONTRACTS MANAGER
Rhode Island Public Transit Authority
Purchasing Department
Room 217
705 Elmwood Avenue
Providence, RI 02907

PROPOSAL NUMBER: **23-15**

PROPOSAL FOR: **Insurance Broker Services**

DUE: **December 1, 2022**

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

705 Elmwood Avenue
Providence, RI 02907

REQUIRED COMPANY INFORMATION FORM

The following information is mandatory; Failure to complete this section may jeopardize your eligibility to be awarded the contract. ALL SECTIONS OF THIS FORM MUST BE FILLED OUT COMPLETELY

THIS INFORMATION IS REQUIRED IN ACCORDANCE WITH 49CFR 26.11
THIS FORM IS REQUIRED FOR ALL BIDDERS, PRIME CONTRACTORS, POTENTIAL
SUBCONTRACTORS AND SUBCONTRACTORS
PLEASE PRINT OR TYPE YOUR INFORMATION

COMPANY NAME _____

COMPANY STREET ADDRESS: _____

COMPANY MAILING ADDRESS: _____

COMPANY REMIT TO ADDRESS: _____

COMPANY CONTACT PERSON: _____

COMPANY TELEPHONE NUMBER: _____

COMPANY TELEFAX NUMBER: _____

EMERGENCY 24 HOUR TELEPHONE NUMBER(S) (IF APPLICABLE): _____

COMPANY CONTACT EMAIL: _____

AGE OF THE FIRM (YEARS): _____

ANNUAL GROSS RECEIPTS (DOLLARS): _____

IS YOUR FIRM CERTIFIED BY THE STATE OF RHODE ISLAND
AS A DISADVANTAGED BUSINESS ENTERPRISE ? _____

DUNN AND BRADSTREET NUMBER: _____

NAICS CODE: _____ INDUSTRY _____

NAICS Code can be found at the following website: www.naics.com

COMPANY STATUS: _____ PRIME CONTRACTOR _____ SUBCONTRACTOR

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REQUEST FOR PROPOSALS

PROPOSAL NO: 23-15

DATE OF INVITATION: November 1, 2023

PRE-PROPOSAL MEETING: November 21, 2022

PROPOSAL RECEIPT DATE: December 1, 2022

FURNISHING OF: Insurance Broker Services

FEDERAL TRANSIT ADMINISTRATION PROJECT NO. RIPTA Operating Funds

The participant shall specify the official name of his/her company in the upper left-hand corner of the Proposal Response Envelope and show **PROPOSAL NO: and Proposal Description in the lower left-hand corner and send or deliver to:**

Purchasing Department
Room 217
705 Elmwood Avenue
Providence, RI 02907

Proposals will be reviewed and evaluated; all participants will be notified as soon as approval of award is made.

The proposer shall return two **copy(ies)** with the **original** proposal.

RIPTA RESERVES THE RIGHT TO REJECT PROPOSALS FROM PARTICIPANTS WHO HAVE NOT USED THE FORM AND PROPER PROPOSAL RESPONSE ENVELOPE FORMAT.

RIPTA RESERVES THE RIGHT TO CANCEL ANY PARTICULAR SOLICITATION, AND/OR REJECT ANY OR ALL PROPOSALS.

An electronic copy of this RFP is available on the State of Rhode Island, Department of Administration, Division of Purchases Website. The website address is:

<http://www.purchasing.ri.gov/bidding/ExternalBidSearch.aspx>

 RIPTA Requests for Proposals can be found under Public Bid Opportunities, Quasi Public Sector, listed under the Rhode Island Public Transit Authority.

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I. CALENDAR

A. Date of Invitation: November 1, 2023

B. Pre-Proposal Meeting: November 21, 2022 at 1:00 pm

A Pre-Proposal Meeting will be held via Teams at 1:00 pm Eastern Time on November 21, 2022. Proposers are expected to download and review the Proposal Technical Specifications prior to the pre-Proposal meeting.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 295 443 094 549

Passcode: Ywk2rn

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

C. Request for Approved equals and Questions

must be submitted **ELECTRONICALLY IN MICROSOFT WORD FORMAT** to RIPTA Contracts Manager by:

1. **Date:** **November 21, 2022**

2. **Time:** **1:00 p.m. Eastern Time**

3. **Response to approved equals: 10 - 14 days prior to proposal opening.**

Please submit all of your questions in one document by the deadline above; do not submit them piecemeal.

Requests for Approved Equals must be accompanied by adequate Technical Information for the Authority to review. Requests submitted with insufficient information will not be considered.

Requests for Approved Equals/Questions submitted after the deadline will NOT be considered

It should be noted that Requests for Approved Equals/Questions can be used for both questions regarding the technical specifications and regarding contractual terms and conditions

Approved Equals must be submitted by the Prime Contractors only. Potential Subcontractors must coordinate with Prime Contractors for submission of any products they wish to submit.

D. Proposal Receipt:

1. **Date:** **December 1, 2022**

2. **Time:** **1:00 p.m. Eastern Time**

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

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II. NOTICE TO OFFERORS

A. DATE: November 1, 2023

The Rhode Island Public Transit Authority (RIPTA) is requesting proposals for the following:

Insurance Broker Services

All proposals shall be submitted in the required format and quantity as set forth in the RFP. This proposal must be received by December 1, 2022 at 1:00 p.m. Eastern Time by the Purchasing Department, Room 217, 705 Elmwood Avenue Providence, Rhode Island 02907. **Please be advised that United Parcel Service does not deliver to this address.**

An electronic copy of the RFP is available on the State of Rhode Island, Department of Administration, Division of Purchases Website.

The website address is: www.purchasing.ri.gov/RIVIP/ExternalBidSearch.asp. RIPTA Requests for Proposals can be Public Bid Opportunities, Quasi Public Sector, listed under the Rhode Island Public Transit Authority. ***Proposers must download the proposal documents and complete the required forms.***

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III. CONTACT LIST

Please contact RIPTA's Contracts Manager with any questions you may have regarding this Procurement

A. Contracts Manager

Mr. Michael J. McGrane

Phone: (401) 784-9500 extension 1214

mmcgrane@ripta.com

All contacts with the Authority regarding this Procurement Action shall be directed to the RIPTA Contracts Manager. The Contracts Manager will contact the appropriate RIPTA Staff as needed. The Authority does not assume responsibility for the accuracy of information obtained from other RIPTA Staff.

Failure to adhere to this procedure may result in rejection of your proposal.

IV. PUBLIC COPY OF PROPOSAL

Each Proposer must submit a copy of their Proposal submittal to be available for public inspection upon opening of the proposals. The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information or other information the bidder deems not subject to public disclosure pursuant to Chapter 38-2 of the Rhode Island Access to Public Records Act shall rest with the proposer submitting the proposal. **This submittal shall be an electronic version on CD or other electronic media.**

V. ELECTRONIC COPY OF THE PROPOSAL

Each Proposer must submit an Electronic Copy of their Proposal. The Electronic Version shall be on a CD or other Electronic Media.

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VI. GENERAL TERMS AND CONDITIONS

A. Cover Letter

Responses must contain a cover letter indicating that the proposal is being submitted in response to RIPTA RFP No. 23-15. The letter must be signed by an authorized member of the firm submitting the proposal, and must include the address, telephone number, and email address of the firm's primary contact for purposes of communications regarding this RFP.

B. Evaluation Criteria

A contract will be awarded to the proposer whose submission will provide the best value to RIPTA and will best serve RIPTA's needs as stated in this RFP. Factors to be considered are listed below. RIPTA may ask any or all proposers for a "best and final offer," and may also request an interview with any or all proposers before award of a contract.

C. Conditions Regarding this RFP

1. Conditional Award. RIPTA will make a conditional offer to the selected proposer, which offer shall be conditioned on the execution of a retainer agreement acceptable to RIPTA.
2. Cancellation/Waiver. RIPTA reserves the right to cancel this solicitation, to reject any or all proposals, and/or to waive any technical deficiency in any proposal when it is determined that such waiver is in the best interest of RIPTA.
3. Postponement. RIPTA reserves the right to postpone, for its own convenience, the date the proposal is to be received, but any proposer whose proposal has already been submitted to RIPTA when the decision to postpone is made shall be afforded the opportunity to revise or withdraw its proposal.
4. Amendment. RIPTA reserves the right to revise or amend the specifications of this RFP up to the time set for the receiving of proposals. Such revisions and addenda, if any, shall be announced by addenda to this solicitation. It shall be the responsibility of prospective proposers to check the State of Rhode Island, Department of Administration Division of Purchases Website for any addenda. If the revisions and addenda require changes in quantities or price proposal, or both, the date set for receiving proposals may be postponed by such number of days as in the opinion of RIPTA shall enable proposers to revise their proposals. In any case, proposal openings shall be at least seven working days after the last addendum, and the addenda shall include an announcement of the new date, if applicable.
5. Addenda. RIPTA may issue addenda containing amendments to its proposal solicitation documents. Any addendum issued less than seven days prior to the receipt of proposal shall, if necessary, contain a provision postponing the date of the receipt of proposal to a date that will provide proposers adequate time to respond to the addenda. Addenda shall be numbered sequentially.
6. Protests. Protests regarding this RFP may be filed and will be heard and resolved in accordance with Rhode Island Law and Rhode Island State Procurement Code

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VII. GENERAL INFORMATION

The Rhode Island Public Transit Authority (RIPTA) is soliciting proposals from insurance brokerage firms to provide services to market, place, and administer RIPTA's insurance requirements for a three-year period with up to two annual renewal options to be exercised at the sole discretion of the Authority beginning January 1, 2023.

RIPTA intends to appoint one or more firms to represent the Authority in the commercial insurance marketplace as directed by the Authority. Such appointment may not guarantee any fee or commission income unless RIPTA purchases commercial insurance coverage. The successful proposer(s) shall be professional firms, which independently practices as a licensed RI insurance broker, and whose principal corporate engagements, source of revenues, and client base are derived solely from brokerage services rendered directly to clients.

RIPTA, at its discretion, may request that finalists interview with the selection committee to demonstrate their understanding and knowledge of the proposal and substantiate information contained in its proposal. The results of the interviews may be used to arrive at final rankings of the finalists and may result in adjustments to rankings assigned. Based upon all information, RIPTA will select one or more finalists with whom contract negotiations will commence.

Due to the nature of providing brokerage services to the Authority, the broker will be prohibited from recommending any insurance products from their own firm and must demonstrate independence from any insurance products offered.

VIII. CALENDAR OF CRITICAL EVENTS

- RFP released on November 1, 2023
- Deadline for questions and/or requests for clarification or additional data on November 21, 2022.
- Pre-Proposal Meeting: November 21, 2022 at 1:00 pm

Here is the Meeting information.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 295 443 094 549

Passcode: Ywk2rn

- Briefing session for proposers) November 21, 2022
- Proposals due on December 1, 2022
- Interviews/presentations (if needed) by December 15, 2022
- Appointment (s) as of January 1, 2023

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SCOPE OF WORK

IX. THE RHODE ISLAND PUBLIC TRANSIT SCOPE OF SERVICES

A. Background

The Rhode Island Public Transit Authority is a Quasi-State Agency created by the Rhode Island Legislature to provide public bus transportation to the citizens and public in general throughout the state of Rhode Island. RIPTA has been in existence since 1966 with its administrative offices located at 705 Elmwood Avenue, Providence, RI 02907 in addition RIPTA has operations located at:

- 269 Melrose Street, Providence RI 02907
- 325 Melrose Street, Providence, RI 02907
- 705 Elmwood Avenue, Providence, RI 02907
- 750 Elmwood Avenue, Providence, RI 02907
- 350 Coddington Hwy, Providence, RI 02907
- 1 Kennedy Plaza, Providence, RI
- Additional real property at physical locations across the state including bus shelters and vacant lots for bus movements and repositioning

RIPTA currently employs approximately 800 employees including administration, bus operators, mechanics, utility workers, and others. RIPTA's operating budget for fiscal year 2023 is approximately 131 million dollars. For more information on the Authority, please visit www.ripta.com.

B. Anticipated Insurance Coverage

The following types of insurance coverages have been considered in the past:

- Builders Risk
- Comprehensive General Liability
- CGL Umbrella Policy
- Directors & Officers Insurance
- Employee Benefit Liability
- Excess Automobile Liability Insurance
- Fidelity-Bonds & Crime
- Flood Insurance
- Property
- Blanket Buildings & Contents
- Rolling Stock
- Electronic Data Equipment
- Boiler & Machinery
- Radio Tower & Equipment
- Underground Storage Tank Liability
- Fiduciary Insurance for Pension Protection
- Garage Keepers' Liability
- Non-owned Auto Liability
- Workers' Compensation
- Other Miscellaneous Coverages as needed.

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SCOPE OF WORK

The purchased policies expire on a staggered basis throughout the year. An exhibit summarizing the currently purchased coverages is attached to this RFP.

C. Brokerage Compensation

RIPTA requires that purchased insurance policies be arranged NET OF COMMISSION. The Authority is open to different compensation arrangements, including, but not limited to:

- Base Brokerage Service Agreement (BSA) with a set retainer and negotiated specific task order payments,
- Base BSA without a set retainer and negotiated specific task order or success fee payments, or
- Other alternative arrangements.

D. Additional Consultant Services

The Authority may require consulting services regarding insurance coverages on a periodic basis.

X. PROPOSAL RESPONSE

Please address the following areas in your written submission. The information you provide should relate to the office within your firm, which will have primary responsibility for the servicing of RIPTA's account. If you intend to have more than one office directly involved in providing the services included in your proposal, please specify the location of each office and segregate your responses by office.

A. Account Executive and Team Members:

Designate the Account Executive/Team Leader who will be responsible for your firm's activities on behalf of RIPTA. Identify the members of the team, including all backup and alternative personnel, who would be designated to work on the account.

A resume should be included on each individual outlining their academic background, work experience and length of service with your firm.

An organizational chart of your office and how each team member functions within the organization should be included.

B. Experience of Firm:

Briefly summarize relevant experience and involvement of your firm and the team members with other public sector accounts including airports. Please indicate the accounts with comparable exposures that are serviced by your office. Your answer should be specific as to the lines of coverage placed for such clients.

Briefly explain the size and nature of each of these organizations and the length of time each has been a client of your firm. The name of a contact person who may be contacted for a reference should be indicated for three of these accounts.

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SCOPE OF WORK

C. **Conceptual Service/Brokerage Plan**

- Based on the current RIPTA program information you reviewed, describe in detail what material changes or alternative approaches to RIPTA's risk financing plan (insurance, retentions, alternatives to insurance), if any, you would suggest to meet the Authority's needs over the next several years.
- Outline the implementation process and timing those changes would require.
- Discuss specific services you offer to assist RIPTA in its risk management under this plan.
- Identify potential service providers or insurers you would involve in your service plan. Identify any market arrangements or relationships you have that would benefit the Authority.
- Discuss the advantages and disadvantages of the proposed structure and any risk factors RIPTA would face as a result.
- Looking forward, describe the three most significant risks, exposures, or trends RIPTA faces in the near term. Describe what kind of advice and/or solutions you would offer RIPTA.

D. **Fee Arrangement/Proposal:**

As noted above, RIPTA requires that Policies be arranged NET OF COMMISSION. Assuming RIPTA appoints more than one brokerage firm:

- Discuss your preference for a brokerage service fee arrangement and how that approach meets the needs of RIPTA.
- Describe your proposed fee arrangement and its component parts, including examples of specific task pricing.
- Specify any fixed fees and the basis for all variable fees in your proposed compensation plan.
- Include a proposed Brokerage Service Agreement (BSA) incorporating these details.

In evaluating proposals, RIPTA will seek to assure that a reasonable fee be paid for a high quality of service. The selection will not be made solely on an apparent low bid basis. Qualitative factors bearing on the value of timeliness of services will be considered.

XI. **CONTRACT DURATION**

This is a three-year contract with up to two annual renewal options to be exercised at the sole discretion of the Authority. Proposers must quote a price for the base contract and both option years.

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IX. EVALUATION FACTORS

A selection committee will evaluate the competing proposals and will present to RIPTA the results of its evaluation with a recommendation for contract award.

The standard by which the selection committee will make its evaluation is the proposal which best serves the overall interests of RIPTA based upon the following criteria:

- A. The quality and extent of the proposer's experience and expertise in the area of insurance brokerage for operations similar to those of RIPTA. (34 points)
- B. The proposed fee schedule for the services to be provided. (33 points)
- C. The qualifications of the individuals who would be primarily responsible for providing services to RIPTA. (33 points)