

**PORT OF SOUTH LOUISIANA
REQUEST FOR PROPOSAL
INSURANCE BROKER SERVICES**

INVITATION: The Port of South Louisiana (POSL), a political subdivision created, operating, and existing under the provisions of Chapter 30, Title 34 of the Louisiana Revised Statutes of 1950, is seeking proposals for Insurance Broker Services.

PURPOSE:

The purpose of this Request for Proposal (RFP) is to select a broker firm, who desires to enter into a contractual arrangement with the Port of South Louisiana for the purpose of providing proposals for various Insurance Coverage lines, including but not limited to: Casualty/Property/Marine/Environmental/Cyber/Airport Coverages.

The goal is to select a firm that will proactively and effectively work with the POSL to provide the best insurance coverage to protect the POSL assets. The selection will be based on the following criteria:

- Ability to meet the RFP: 25%
- Professional Qualifications: 20%
- Premium Volume/Large Client Accounts and Percentage of Insurance by Class: 20%
- Experience with providing Insurance Program to Ports: 15%
- Agency standards in providing services: 15%
- Disadvantaged Business Enterprise/Small Business/Minority Business: 5%

SUBMITTAL INSTRUCTIONS:

Written applications including qualifications and proposed fee/commission structure shall be submitted to the Port of South Louisiana, **Post Office Box AE, Reserve, Louisiana 70084 or hand delivered to: 155 West 10th Street, Building 60, Reserve, Louisiana 70084, Attn: Executive Director, Paul Matthews.** Proposals shall be submitted in a sealed envelope or package marked "Insurance Broker Services" on the outside of envelope or package and received no later than 10:00 AM, October 4, 2022. Applications may also be submitted electronically at www.centralbidding.com. Any proposal submitted after the date and time will not be considered by the POSL.

Please provide an original and three (3) copies of the proposal.

RFP packets may be picked up at the Port of South Louisiana's Globalplex Facility at 155 West 10th Street, Building 60, Reserve, Louisiana or accessed at www.centralbidding.com.

Only one firm will be selected to provide the necessary services outlined in the Request for Proposal. A summary of the current insurance program along with a current statement of values is available upon

request. The contract term associated with the RFP is anticipated to be three (3) years subject to annual review. **Renewals will be at the sole discretion of the POSL.**

ACCEPTANCE AND REJECTION OF PROPOSALS:

All submitted Proposals become the property of the POSL.

The POSL reserves its rights, in its sole discretion, to waive any minor irregularities or to reject any and all Proposals. Waivers, when granted, shall in no way modify the requirements of the RFP or excuse a party from full compliance with the RFP specifications or contract requirements, if the party is awarded the contract.

Questions will be received until Monday, September 26, 2022. Questions regarding this RFP shall be directed to: **Vickie Lewis-Clark** by email vlclark@portsl.com. Inquiries on matters that affect the nature of the RFP will be conveyed in writing to all parties receiving this RFP.

Paul Matthews
Executive Director/CEO
Port of South Louisiana

PSLA
P.O. Box AE
Reserve, LA 70084



PSL INSURANCE FORM 1

1. Project name(s) and number(s) for which firm is applying

Insurance Broker Services

2. Date Submitted:

3. Specify type of ownership and check below if applicable
___ private corporation* ___ public corporation ___ proprietorship*
___ partnership* (* Indicate owners in section 13.)

A. Small business

B. Minority owned business

C. Woman owned business

4a. Firm name and mailing address:

4d. Date Established:

4b. Location (city) of office that will service the account:

4e. Name, title, and telephone number of principal to contact

4c. Website:

4f. Name, title and telephone number of personnel who would handle the account: (Primary, Alternate, Claims Advocate)
(Use separate sheet if necessary)

5. Name of Principals, Experience and Professional Qualifications: *(Use separate sheet if necessary)*

6. Current Limit of Errors and Omission Insurance carried by your agency:
(If selected to handle the Port Insurance Program, a Certification of Errors and Omission Insurance may be required)

7. Number of Licensed Brokers in your Louisiana office:

8. Premium Volume (Excluding Personal Lines and Employee Benefits Plans)

- Under \$1,000,000

- \$1,001,000 - \$2,500,000

- \$2,501,000 - \$2,500,000

- Over \$5,000,000

9. Approximate Percentage of Insurance by Class:

Liability – Comprehensive, General and Auto	%
Liability – Excess or Umbrella	%
Property Insurance (including BP, BPP, BI, T3, IM)	%
Surety/Money/Securities	%
Wet Marine & Related Lines	%
Airport Liability & Related Lines	%
Special Categories	%
	100 %

10. Principal Markets Utilized:

<i>Liability:</i> 1. 2. 3.	<i>XS or Umbrella:</i> 1. 2. 3.
<i>Property:</i> 1. 2. 3.	<i>Marine:</i> 1. 2. 3.
<i>Airport:</i> 1. 2. 3.	<i>Other:</i> 1. 2. 3.

11. Clients – In each category, for your two largest accounts, provide your current client’s INDUSTRY and approximate annual premiums:

a. Primary Liability:	\$
b. Excess or Umbrella:	\$
c. Property-Multiple Locations (<i>Indicate also number of locations</i>)	\$
d. Surety/Money/Securities	\$
e. Marine:	\$
f. Airport	\$

12. What is your experience with providing insurance programs to Ports:

13. What is your agency standards in providing service in regard to but not limited to: Certificate request, endorsement request, phone and email inquiries, loss run request, etc. What are some services you can provide that would be beneficial to the Port?