



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316-383-7055
<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#17-0105
RISK MANAGEMENT CONSULTING SERVICES

December 29, 2017

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Risk Management Consulting Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45pm CST, Tuesday, January 16, 2018.

All contact concerning this solicitation shall be made through Purchasing. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to Purchasing in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Joseph Thomas

Joseph Thomas, CPSM, C.P.M.
Director of Purchasing

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I. [About this Document](#)

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking proposals from qualified Risk Management Consulting firms to serve as a consultant in regards to all property and casualty insurance programs. The Risk Management Consultant will assist in seeking competitive insurance coverage, provide analysis of insurance markets, create a comprehensive decision framework, and evaluation of insurance market options for the county. The Risk Management consultant will be responsible for managing and coordinating all aspects of insurance bidding and selection process and will work directly with designated staff from the Division of Finance to make final approvals. **For reference, we have included an attachment that provides information regarding our insurance renewals for the last five (5) years.**

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Risk Management Consulting Services. The following objectives have been identified for this contract:

1. Acquire Risk Management Consulting Services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire Risk Management Consulting Services with the most advantageous overall cost to the County.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Joe Thomas
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, TUESDAY, JANUARY 16, 2018. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Service

Sedgwick County is seeking a firm or firms to:

- Develop, implement, and administer a comprehensive program to identify risk factors that lead to or cause financial loss.
- Seek competitive insurance coverage, provide insurance market analysis, establish decision framework, and provide evaluations and recommendations to the county for comprehensive, cost-effective coverage.
- Design safety and loss prevention programs that will, to the extent possible, prevent or minimize the identified risk factors.
- Pays for the financial loss caused by risk factors from established self-insurance plans or through the purchase of insurance.

VI. Sedgwick County's Responsibilities

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements.
- Designate a person to act as the County Contract Manager with respect to the services to be performed under this contract.
- Designate a liaison from the Division of Finance to participate in the final decision making process.
- Carefully analyze and approve payment requests.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Joe Thomas at Joseph.Thomas@sedgwick.gov by 5:00 p.m. CST, Friday, January 5, 2018. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CST, Monday, January 8, 2018. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Proposers shall:

1. Have a minimum of five (5) years of experience in providing services similar to those specified in this RFP.
2. Have a thorough understanding of industry standards and best practices.
3. Must be licensed to provide risk management or property and casualty insurance consulting services within the State of Kansas.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Public Sector experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Not affiliated with any insurance company, third party administrative agency or provider network.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a. Firm's experience with public sector entities.	15
b. Demonstrated ability of key personnel.	15
c. Demonstration of understanding the scope of services to be provided.	25
d. Process and strategy for providing required services.	25
e. Cost competitiveness.	20
Total Points	100

*Scoring for cost will be calculated by using the total 5 year cost (total implementation and 5 years of annual support) provided in Attachment C.

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. \$38,000.00 divided by \$50,000.00 =.76 .76*10 7.6 points
- B. \$38,000.00 divided by \$38,000.00 =1.00 1.00*10 10 points
- C. \$38,000.00 divided by \$49,000.00= .77 .77*10 7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	December 29, 2017
Questions and clarifications submitted in writing by 5:00 p.m. CST	January 5, 2018
Addendum Issued	January 8, 2018
Sealed Proposal due before 1:45 p.m. CST	January 16, 2018
Evaluation Period	January 16-17, 2018
Board of Bids and Contracts Recommendation	January 18, 2018
Board of County Commission Award	January 24, 2018

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of three (3) years with two (2) one (1) year options to renew.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability:

Combined single limit \$500,000.00

Professional Liability

If required

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information.

Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. [Required Response Content](#)

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names and biographical information of the principals of the firm.
2. The names and biographical information of the staff members who will be directly responsible for providing services for this contract, including a listing of their work experience.
3. Describe your firm's expertise in assisting government entities with program design and renewal. Also, include information regarding process time frames, project management, and negotiations.
4. What is your process or processes for providing recommendations to your clients?
5. How would you determine the appropriate risk management and insurance programs for the county?
6. The firm's relevant experience, notably experience working with government agencies.
7. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
8. A disclosure of any personal or financial connection to any insurance company, third party administrative agency or provider network.
9. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide services.
10. A description of the type of assistance that will be sought from County staff.
11. Proof of licensure from the State of Kansas and proof of insurance meeting designated requirements.
12. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
#17-0105**

RISK MANAGEMENT CONSULTING SERVICES

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__Asian Pacific-Woman Owned (60) __Subcontinent Asian-Woman Owned (65) __Hispanic Woman Owned (70)

__Native American-Woman Owned (75) __Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

**2018 RECOMMENDED INSURANCE RENEWALS -- RISK MANAGEMENT
 FUNDING -- RISK MANAGEMENT**
 (Insurance Premiums)

Coverage Information	2014 Premiums	2015 Premiums	2016 Premiums	2017 Premiums	2018 Premium Quotes/Estimates
1) Property Insurance	\$375,935	\$415,955	\$414,200	\$410,660	\$431,193
2) Boiler & Machinery	Incl above	Incl above	Incl above	Incl above	Incl above
3) Roads & Bridges	Incl above	Incl above	Incl above	Incl above	Incl above
4) Sirens	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
5) Underground Storage Tanks	3/21/14 Premium \$2,646	3/21/15 Premium: \$2,758	3/21/16 Premium \$2,780	3/21/17 Premium: \$2,406	3/21/17 Estimated: \$2,526
6) Fleet Liability	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
7) Fire Fleet Physical Damage	Incl abv	Incl abv	Incl above	Incl above	Incl above
8) EMS Professional Liability	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
9) Crime	\$6,423	\$6,423	\$6,423	\$8,144	\$9,000
10) Money & Securities	Self Insure	Self Insure	Self Insure	Self Insure	Self Insure
11) Public Official Bonds	\$966	\$728	\$1,090	\$677	\$950
12) Insurance Agent Fee	\$28,000	\$28,000	\$30,500	\$30,500	\$30,500
13) Excess Workers Compensation	\$106,837	\$114,280	\$116,341	\$111,245	\$114,414
14) COMCARE -Professional Liability	\$39,602	\$39,602	\$39,210	\$40,288	\$49,399
15) Comcare - Professional Liability – Doctors	\$26,624	\$30,174	\$26,842	\$27,592	\$28,328
16) Regional Forensic Science Center - Professional Liability - Doctors	\$10,625	\$12,483	\$11,483	\$9,761	\$15,442
17) EMS - Professional Liability – Doctor	\$13,031	\$15,387	\$5,049	\$10,946	\$15,575
18) Health Dept. -Professional Liability	\$11,115	\$14,295	\$14,295	\$14,295	\$14,295
19) Aircraft Hull & Liability	\$11,450	\$11,450	\$11,450	\$10,950	\$10,650
20) Leased Aircraft	\$11,450	\$11,450	\$0	\$0	\$0
21) Auto Physical Damage - Comprehensive coverage on 4 vehicles required by FEMA grant	7/30/14 Premium \$964	7/30/15 Premium: \$1,000	7/30/16 Premium \$1,009	\$0	\$0
Total Cost	\$645,668	\$703,985	\$680,672	\$677,464	\$722,272

On the recommendation of Joe Thomas, on behalf of Risk Management, Linda Kizzire moved to **accept the insurance premium renewals as listed for an estimated total cost of \$722,272.00.** Talaya Schwartz seconded the motion. The motion passed unanimously.

Risk Management recommends continuation of property insurance for the county with Aliant and its PEP (Public Entity Property Insurance Program). This program is not licensed in the State of Kansas so a non-admitted fee must be paid. The fee is included in the premiums shown. Changes to values and rates are expected, but we believe the premium estimate is a conservative estimate at a 5% increase.

Note: The estimated premium increase is \$44,808.00, with major portion attributed to Professional Liability and Property insurance, as follows:

Line 1) Property - Premium increase of \$20,533.00 due to expected changes to values and rates which may be affected by the recent catastrophic year of storms and fires.

Line 14) COMCARE Professional Liability - Premium increase of \$9,111.00 due to increase in paid claims expenses.

Line 16) RFSC Professional Liability - Doctors - Premium increase of \$5,681.00 due to one additional physician.

Line 17) EMS Professional Liability - Doctor - Premium increase of \$4,629.00 due to maturation of the physician.