

**West Fargo Park District
Request for Proposals (RFP)
as Related to
Insurance Agency Services
for
General Liability, Public Assets,
Automobile, Liability, Commercial Building
and Personal Property Coverages**

Introduction

The West Fargo Park District seeks proposals from qualified agencies for providing insurance services for a 5-year period including the years of: 2020, 2021, 2022, 2023 and 2024.

Background

The West Fargo Park District was established in 1957 as a separate and independent municipal entity to serve the community of West Fargo. The West Fargo Park District serves the community of West Fargo in many capacities

The Park Board of Commissioners consists of five elected individuals who serve four-year terms. The Park Board members are responsible for administering the policies of the District while the day to day operations are the responsibility of the Executive Director. The West Fargo Park District employs 24 full-time and over 250 part-time, seasonal, and temporary staff members.

The West Fargo Park District boundaries are coterminous with the City of West Fargo. Over 40 parks and facilities on 500 plus acres of property.

Scope

The West Fargo Park District insures all of its properties and liabilities through the *North Dakota Insurance Reserve Fund* and formerly the *State Fire and Tornado Fund* for General Liability, Public Assets, Automobile, Liability and Commercial Building and Personal Property Coverages. The West Fargo Park District is seeking an insurance agent representative with the intent of continuing its coverage with NDIRF. This RFP is not a bid, however, it is a RFP to find an agent to represent the West Fargo Park District.

Proposed Timeline (Subject to Change)

1. Request for Proposals Issued: September 12th, 2019
2. Proposals Due: September 30th, 2019
3. Board reviews proposals: October 9th, 2019 (coverage begins January 1, 2020)

Proposal Submission Requirements

Submissions should be submitted electronically (email attachment in PDF format), along with three (3) hard copies and shall include the following:

1. **Qualifications:** A general description of your firm's organization, experience, services, and staff.
2. **Independence:** An affirmative statement that it is independent of the West Fargo Park District as defined by generally accepted auditing standards.
3. **License to Practice in North Dakota:** A copy of the ND Insurance License and an affirmative statement should be included indicating that the agency and all assigned key professional staff are properly licensed to practice in North Dakota.

4. **Staff Profile:** Brief resumes of the individuals who will be assigned to the West Fargo Park District account.
5. **Statement of Understanding:** A statement of your agency's understanding of the work as related to providing insurance coverage and representation to the West Fargo Park District.
6. **References:** Provide a minimum of three current North Dakota Park District clients or related entities. Included in this list should be contact names, telephone numbers, and addresses, as this list will serve as potential client references.
7. **Equal Opportunity Compliance:** Submitter is required to comply with all state and federal statutes pertaining to non-discrimination and Equal Employment Opportunity Employer.

Evaluation of Proposals

The Executive Director and Finance Director will evaluate all proposals received. After review, staff will make recommendation to the Park Board for approval one firm to serve as agent for the next 5 years, 2020, 2021, 2022, 2023, 2024. The West Fargo Park District reserves the right to reject any and all proposals. The District may terminate the contract any time during the five years of the contract with ninety (90) days written notice.

The recommendation for Agency selection will be based on the following criteria:

1. The agency is licensed in North Dakota with proof of license submitted.
2. Knowledge of working with public organizations similar to West Fargo Park District.
3. The qualifications and experience of the agency's professional personnel to be assigned to the engagement.
4. References from other local government entities.
5. Clearly communicated understanding of the specific insurance needs of the West Fargo Park District.
6. Additional information:
 - A copy of the West Fargo Park District's current coverage has been attached.
 - A copy of the West Fargo Park District's audit for the fiscal year ended December 31, 2017 is available on the District website at www.wfparks.org.
 - Submissions will not be returned.
 - Additional information regarding the Request for Proposal is available from Barb Erbstoesser at 701-433-5360 or barb@wfparks.org

Submission of Proposal

- Three (3) copies of the proposal are required. Submittals will not be opened until after the final submission date.
- All proposals are due no later than September 30th, 2019 at 12:00 p.m. to:

Barb Erbstoesser
West Fargo Park District
601 26th Avenue East
West Fargo, ND 58078
701-433-5360