



## 23-001 Insurance RFP Amendment

January 18, 2023

Due to the nature of the RFP and barriers preventing all agents/agencies from gathering comparable quotes, Bis-Man Transit has amended the scope of work, proposal contents, evaluation criteria, and bidder's submittal checklist for this project.

Bis-Man Transit currently holds policies with North Dakota Insurance Reserve Fund and Hudson Excess Insurance Company.

Bidder's Submittal Checklist and Sections II, IV, and VII within the original 23-001 Insurance RFP have been replaced with the following criteria:

### II. SCOPE OF SERVICES

BMTB seeks a complete range of insurance services, including:

- Personal Injury and Property Damage Liability - \$5,000,000 limit of liability per occurrence
- Medical Payments - \$2,500 limit of liability per occurrence
- Governance Liability - \$5,000,000 limit of liability per occurrence
- Commercial Automobile Liability Coverage - \$5,000,000 limit of liability per occurrence
- Public Assets Coverage - \$380,000 limit of coverage

The Bis-Man Transit Board requests proposals from qualifying insurance agents/firms to quote North Dakota Insurance Reserve Fund coverage for Bis-Man Transit.

Bis-Man Transit is taking proposals from insurance companies to qualify them to quote insurance coverage for Bis-Man Transit through the North Dakota Insurance Reserve Fund for a period to be determined by the Bis-Man Transit Board of Directors. If the Bis-Man Transit elects to secure coverage with NDIRF, the selected agent would continue as the Bis-Man Transit's agent for a term as determined by the Board of Directors.

To qualify, an agency should have experience in providing services to governmental entities, public transit agencies, or other large commercial liability policies. Minimum agency requirements are listed above.

BMTB will retain the right to terminate the contract upon thirty (30) days written notice, without cause.

The selected bidder will be required to evaluate the adequacy of BMTB's current insurance limits, discuss suggested changes with BMTB, and provide their experience with similar agencies. This process will be repeated annually for each year. Insurers must be admitted carriers in the State of North Dakota to provide insurance of the type proposed.

BMTB diligently manages its contractors and requires the advice of its insurance broker and or carrier on the amounts/types of insurance various contracts carry. We also require a number of certificates of



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insurance that must be provided to us in PDF format electronically so we can directly forward to our granting agencies.

BMTB does not wish to pay fees in addition to those for brokerage services which are typically included in the commissions the brokers receive from Insurance carriers.

All bidders are welcome to inspect the fleet and premises. Persons interested in an onsite inspection may do so by contacting Deidre Hughes, Executive Director, at least two days in advance. Insurance proposals provided on the basis of "subject to inspection" shall not be accepted.

#### IV. PROPOSAL CONTENTS

##### MINIMUM AGENCY REQUIREMENTS

In order for an insurance agent/agency to qualify to act as Bis-Man Transit's insurance agent/agency for NDIRF liability insurance coverage, the following information must be provided:

1. Location of Bismarck Office including:
  - a. Mailing address
  - b. Office address (if different)
  - c. Telephone number
  - d. Name of agent(s) that would handle the Bis-Man Transit Board account.
2. List of Services provided to Bis-Man Transit, including:
  - a. Where claims will be filed.
  - b. Whether any service is provided by an office not located in the City of Bismarck.
  - c. Services provided at no cost to Bis-Man Transit including general consultation regarding policy matters, claims handling and reporting.
  - d. Available staff to provide services.
  - e. Assurance of providing loss experience reports at any time upon request. Describe software or system for claims handling and reporting.
  - f. Assurance of providing a complete loss experience report at year-end.
  - g. Assurance of premium allocation services to Bis-Man Transit upon request.
3. Assurance of North Dakota state licensing:
  - a. All agents must be licensed North Dakota agents. A copy of the agent(s) license should be included with the response.
4. List of References:
  - a. Provide Property and Casualty experience of the agent/agency (including references) of comparable commercial or governmental accounts.
5. Assurance of Errors and Omissions Coverage (E&O):
  - a. Provide documentation showing that the agent/agency has carried E&O coverage of at least \$1,000,000 for the past three years, and a further written assurance that the



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agent/agency will continue to carry E&O coverage for at least that amount while servicing the Bis-Man Transit accounts.

6. Insurance-Related Consultations:

- a. Assurance that the agent/agency will provide insurance information and consultation to Bis-Man Transit personnel as it relates to the NDIRF policy at no cost to Bis-Man Transit. The agent/agency must have computer capabilities to communicate electronically with Bis-Man Transit personnel.

7. Assurance of Presentation:

- a. Assurance that the agency will, if requested, make a presentation regarding the qualifications of their agency and answer other related questions by Bis-Man Transit staff or Board of Directors.

The Bis-man Transit Board will determine the term of the agent/agency and the format for choosing an agent/agency for any succeeding terms. There is no guarantee that Bis-Man Transit will continue to purchase an NDIRF policy. Bis-Man Transit reserves the right to terminate its NDIRF policy at any time and end any agency relationship formed pursuant to the RFP.

Questions about this RFP must be submitted in writing by January 23, 2023 at 2:00 PM CST - no telephone contact shall be permitted – to Deidre Hughes (see contact information below). BMTB will provide written responses of clarification requests to all persons and/or firms who have received the specifications for this request for proposals.

**VII. Evaluation Criteria.**

Qualified respondents will be evaluated based on the minimum agency requirements, experience, references, and presentations.

**Acceptance of Amendment**

Bidder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## BIDDER'S SUBMITTAL CHECKLIST

*The "Proposal Price Breakdown" has been removed from the original checklist and the amended checklist is found below. All other requirements remain in place.*

This checklist is provided to assist Bidders with submitting a complete Proposal. Bidders are to submit the **sealed** Proposal as noted below and **include this Checklist with the Proposal**.

1. \_\_\_\_\_ Bidder's Submittal Checklist
2. \_\_\_\_\_ Cover Letter and Bidder Information
3. \_\_\_\_\_ Signed Acceptance of Amendment/Addenda
4. \_\_\_\_\_ Debarment Certification
5. \_\_\_\_\_ Acceptance of Federal Clauses
6. \_\_\_\_\_ SAM.Gov Registration Confirmation

**Non-submittal of any requested item may be considered non-responsive.**



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