Jackson Public School District

REQUEST FOR QUALIFICATIONS (RFQ) 2025-02
FOR
INSURANCE /RISK MANAGEMENT CONSULTANT SERVICES

Issue Date: Monday, June 02, 2025
Submission Deadline: Friday, June 20, 2025
Time: 10:00 a.m. (Central Standard Time)

Questions regarding proposal specifications should be directed to the Project Administrator listed in the proposal or to the Purchasing Office at 601-973-8582 or via email at rfp@jackson.k12.ms.us for assistance.

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A |GENERAL INFORMATION AND REQUIREMENTS

All question and answers will be posted at the link provided:
https://docs.google.com/document/d/1R5RyGOoN1Gay49Fp-9GDe5cSfmAKj3Pd8yglsARZdCU/edit?usp=sharing

1. PURPOSE

Jackson Public Schools ("JPS," the "District") seeks proposals from firms engaged in providing risk management consultant services for property and casualty insurance, General Liability, Auto Liability, Professional Liability, Workers' Compensation, Cyber Insurance, and any additional insurance products as needed. The Jackson Public Schools Board requests proposals from qualified firms for risk management consulting services.

The selected firm will assist the district in risk management activities and provide support services to the JPS Risk Management department. The selected firm will be relied upon as a content expert to analyze risk exposures for JPS and provide recommendations from a risk management perspective to optimize the allocation of funds for insurance and claims.

The selected firm will be expected to offer or help facilitate the following:

- Analyze and recommend risk control options to JPS
- For risk and coverages, JPS elects to transfer risk to insurers, market, and guide the district's negotiation of terms and conditions at the most reasonable costs
- Suggest or facilitate loss prevention measures
- Assist or facilitate claims mitigation and coordinate with carriers where necessary

This RFQ does not seek to solicit, sell, or place insurance coverage.

2. BACKGROUND

JPS is the third-largest school district in the state of Mississippi. The District makes a significant contribution to the local economy, employing over 3,320 employees. Approximately 17,000 students are enrolled in 46 elementary and Pre-K schools, as well as middle and junior high schools and senior high schools, and over 25 Career and Technology Education programs throughout the district.

CURRENT PROGRAM: A summary of the current program is attached as Exhibit I.

3. SCOPE OF SERVICES

A. Risk Identification and Assessment

- Conduct a thorough risk assessment to identify, evaluate, and prioritize risks across the organization.
- Evaluate current risk management processes, systems, and infrastructure.
- Identify key areas of vulnerability, including financial, operational, legal, compliance, and strategic risks.
- Assess the potential impact of identified risks, including likelihood and severity.

B. Insurance Needs Assessment and Coverage Review

- Review the organization's current insurance coverage for property and casualty, general liability, auto liability, professional liability, workers' compensation, and other specialty insurance products.
- Identify coverage gaps, overlaps, and areas where the current insurance portfolio may be inadequate or inefficient.
- Provide recommendations for adjusting coverage to better align with organizational needs and risk profiles.
- Assess the adequacy of limits, deductibles, and exclusions in current insurance policies.

C. Insurance Consultant Services

- Assist in the selection and acquisition of qualified insurance carriers for property and casualty insurance, general liability, auto liability, professional liability, workers' compensation, and additional insurance products.
- Evaluate and select appropriate insurance carriers with expertise in the specific insurance products required by the organization.
- Facilitate communication between the selected Consultant, carriers, and internal stakeholders to ensure alignment on the organization's insurance needs.

D. Insurance Program Design and Strategy Development

- Work with the selected insurance carrier(s) to design an effective insurance program tailored to the organization's risk profile.
- Develop comprehensive strategies for securing competitive premiums, appropriate coverage, and favorable policy terms.
- Analyze various insurers and insurance products available in the market to ensure that the best options are selected.
- Provide recommendations on policy limits, deductibles, and optional coverage to optimize the risk management strategy.

E. Negotiations and Policy Placement

- Lead the negotiation process with insurance carriers, leveraging market insights to secure the most favorable terms.
- Assist in reviewing insurance quotes and policy options provided by carriers to ensure they meet organizational needs.
- Ensure proper placement of policies for property and casualty insurance, general liability, auto liability, professional liability, workers' compensation, and other relevant coverages.
- Coordinate with carriers and insurers to ensure the smooth issuance of policies and alignment with risk management objectives.

F. Risk Financing and Cost Management

- Advise on risk financing strategies to optimize the organization's insurance budget.
- Evaluate alternative risk financing mechanisms, such as self-insurance or captive insurance, to reduce costs.
- Identify potential cost-saving opportunities through bundled insurance packages, deductible options, or other mechanisms.
- Provide ongoing support to monitor and adjust the cost of insurance programs as market conditions change.

G. Claims Management and Loss Control

- Assist in developing strategies for effective claims management to minimize the financial impact of losses.
- Collaborate with the insurance carriers to develop a claim-handling process that is both efficient and transparent.
- Develop loss prevention and loss control programs to help reduce the frequency and severity of claims.
- Guide on implementing risk control measures that could result in premium reductions or improved safety performance.

H. Insurance Policy Renewals and Ongoing Maintenance

- Assist in the timely renewal of insurance policies by coordinating with the carrier and insurer.
- Ensure that policies are reviewed and renewed according to the established timelines and that coverage is aligned with any changes in organizational operations or risk exposure.
- Conduct annual or biennial reviews of insurance coverage to ensure policies remain up to date and relevant.

I. Claims and Loss Experience Review

- Assist in reviewing claims history and loss experience to identify trends or recurring issues.

- Analyze past claims to understand their causes and develop strategies to prevent similar claims in the future.
- Collaborate with insurance carriers to assess the performance of claims under current policies and identify areas for improvement.

J. Compliance and Regulatory Risk Analysis

- Review and assess compliance with state and federal regulations concerning insurance requirements for property and casualty, workers' compensation, professional liability, auto liability, and other insurance types.
- Provide advice on the organization's obligations under applicable laws, including any mandatory insurance coverage.
- Assist in maintaining compliance with local, state, and national insurance regulations.

K. Insurance Training and Education

- Provide risk management and insurance training to staff, ensuring that they understand the organization's insurance policies and their roles in risk mitigation.
- Develop and deliver educational materials to promote understanding of the organization's coverage, claims processes, and loss control strategies.
- Organize workshops and seminars to keep key stakeholders updated on the latest trends and regulations in the insurance industry.

L. Insurance Program Monitoring and Reporting

- Provide regular reporting to senior leadership regarding the effectiveness of the organization's insurance coverage and risk management programs.
- Monitor claims data, policy performance, and market trends to ensure that the insurance portfolio remains competitive and cost-effective.
- Provide quarterly or annual updates on the status of the insurance program, including claims analysis, risk exposure, and policy renewals.

M. Emerging Risk and Insurance Product Advice

- Stay informed about emerging risks and new insurance products in the market that may apply to the organization.
- Advice on new and evolving types of insurance coverage, such as cyber liability, environmental insurance, and directors and officers (D&O) insurance.
- Provide recommendations on how the organization can adapt its insurance portfolio to address new and emerging risks.

N. Additional Expectations

- **Timeline:** Clear project milestones and deadlines for procurement and implementation.
- **Budget:** Defined flat fee and payment terms for insurance services.
- **Confidentiality:** Assurance that all organizational and insurance-related data will remain confidential.
- **Deliverables:** Clear deliverables, including insurance policy recommendations, final insurance service agreements and policies, and a detailed risk financing plan.

4. TERM

The period of performance for services received subject to this solicitation and any resulting contract shall be as agreed and negotiated. The offeror's proposed insurance contract will be effective at midnight on July 1, 2025. The contract will provide, at JPS's option, for renewal for up to four successive one-year periods.

Offerors must indicate any proposed escalations to proposal prices for renewals in years 2 (2026-27), 3 (2027-28), 4 (2028-29), and 5 (2029-30).

B | VENDOR RESPONSE – FORMAT AND CONTENT

1. PROPOSAL COVER PAGE | APPENDIX A

List the proposal subject, the name of the consultant, address, telephone number, fax number, name of the main contact person, and the date.

2. LETTER OF PROPOSAL | APPENDIX B

Each proposal shall include a letter of transmittal. The letter shall bear the signature and title of an authorized representative of the proposer.

3. BACKGROUND AND UNDERSTANDING

Each proposal shall include a statement of the scope and purpose of the project in the consultant's own words, which demonstrates a complete understanding of the intent, requirements, and scope of services requested in the specifications.

4. TECHNICAL APPROACH

In addition to the organization affirming its ability to meet the scope of services, the Risk Management department is seeking an organization that can demonstrate its technical capabilities. Each proposal shall include a statement outlining the consultant's general approach to services to be provided and how the requirements and scope of services will be met.

A. Describe specific techniques that your organization developed or uses for exposure identification and loss forecasting.

B. Provide a brief description of the approach your organization and assigned team would take in reviewing JPS's risk management program to provide recommendations for risk controls, whether risk transfer, mitigation, retention, or risk financing techniques.

C. Describe how your organization and assigned team keeps its clients informed of current market conditions, developments affecting the client's industry, and other factors that could affect client's risk management program.

D. Given an example of a creative or innovative approach your organization took to solve a specific service need or significant cost savings for a client.

E. Loss Control Services

- Within the annual fee, describe any ancillary services or resources that your organization can provide to assist its clients with loss prevention, loss control, and loss forecasting. A parent, a sister, a subsidiary company, or a third-party provider can provide such services.
- Not included in the fee, but can be made available for an additional fee. Describe any ancillary services or resources that your organization can provide or help facilitate that could assist JPS with loss prevention, loss control, and loss forecasting. A parent, a sister, a subsidiary company, or a third-party provider can provide such services. Please include an example and associated costs. If proposing these services on an hourly rate basis, please include the hourly rate, the annual number of hours, and the estimated maximum cost.

F. Claims Consulting/Mitigation

- Within the annual fee, describe any ancillary services or resources that your organization can

provide to assist its clients with the mitigation of claims and claims consulting in coordination or addition to JPS's third-party administrator. Parents, a sister, a subsidiary company, or a third-party providers can provide such services.

- Not included in the fee, but can be made available for an additional cost. Describe any ancillary services or resources that your organization can provide or help facilitate with the mitigation of claims and claims consulting. A parent, a sister, a subsidiary company, or a third-party provider can provide such services. Please include an example and associated costs. If proposing these services on an hourly rate basis, please include the hourly rate, the number of hours worked annually, and the estimated maximum cost.

5. FIRM BACKGROUND AND EXPERIENCE

Provide background information on the Company, specifically about the experience the firm has had on similar projects, as requested in the proposal. List three (3) Mississippi references; give a description of service provided, dates of service, and name, address, and telephone number of contact persons. Highlight any additional experience that you believe is relevant to the work listed in this proposal.

A. Describe the makeup of your client base, including your largest client (both corporate and public entity)

B. Explain and give examples of the experience your organization has in providing risk management consultants and consulting services, including
- length of time performing such services
- retention of the clientele
- access to additional services, such as loss prevention services and claim consulting services

C. Provide a minimum of three (3) references, with at least one (1) K-12 public school district for which your organization has provided similar services.

D. Reference information should include the organization name, contact person, title, and phone number

E. Provide your organization's mission and goals

F. Provide your organization's structure, including parent, sister, and subsidiaries

G. Provide your organization's recent annual report or financial report, showing consistent generation of premium volume per fiscal year

H. Describe any other qualifications or factors that your organization would like JPS to consider in the selection process

I. The Board of Trustees has adopted a minority participation policy (attached) that should also be considered when submitting a proposal. The proposal should indicate the percentage of minority participation in the proposal.

6. PERSONNEL ASSIGNED/QUALIFICATION OF STAFF

The proposal should indicate who will be assigned to this project, their staff level, and the reasons for their selection. Resumes of each person assigned should be attached to the proposal. It should show an organizational chart and identify who shall be managing each part of the project.

A. Provide an organizational chart for the office/location that will be assigned to provide these services.

B. Provide team assignments and competencies that reflect each staff member who will be assigned to provide these services. Please include a summary of experience within your organization and any additional work history for:
- (Account Executive) is responsible for the accountability of the service of the account and the services provided to JPS.
- Service representative (Account Manager) responsible for the day-to-day service of the account provided to JPS.
- Content expert (if any), whether local, regional, or national, who may be available for consulting

services upon request, and may be available as needed.
- Other staff members, whether local, regional, or national, may be available as a risk management consultant or consulting services upon request.

C. Describe the availability of staff to travel to JPS locations for meetings upon request

D. Describe any other qualifications or factors about the team assigned to JPS that your organization would like JPS to consider in the selection process

7. COST PROPOSAL

As part of the submission process for the RFQ, the cost proposal shall be provided as a flat fee. Below are the guidelines to ensure that your proposal is submitted in accordance with our requirements:

A. Flat Fee Structure
Your cost proposal must be based on a flat fee for the entire scope of services as defined in the RFQ/RFP. This fee should cover all anticipated costs associated with the successful completion of the project, including but not limited to labor, materials, travel, administrative support, and any other overhead or incidental expenses.

B. Detailed Breakdown of Costs
While we require a flat fee, we request that you provide a detailed breakdown of the costs included within this fee. This will help us understand the allocation of the flat fee for various services or phases of the project. The breakdown should include:
- Labor Costs: Specify the total labor cost included in the flat fee and the anticipated hours for each team member or role.
- Materials/Equipment: Include any anticipated material or equipment costs that are part of the project.
- Travel and Expenses: If applicable, detail any anticipated travel or out-of-pocket expenses associated with the project, even though the flat fee will cover them.
- Overhead and Administrative Costs: Provide a general understanding of overhead or administrative costs that are factored into the flat fee.

C. Inclusions and Exclusions
Clearly specify what is included and what is excluded from your flat fee. This may include:
- Inclusions: All services, milestones, and deliverables covered by the flat fee.
- Exclusions: Any costs or services that are not included may be subject to additional charges. For example, additional work beyond the scope of the contract, unforeseen circumstances, or third-party services.

D. Payment Schedule
Provide a proposed payment schedule for the flat fee, including:
- Payment milestones (e.g., upon completion of key project phases, milestones, or deliverables).
- Any payment terms, such as due dates or payment methods, that apply to your proposal.

E. Terms and Conditions
- Fixed Price: The flat fee should be fixed, and no additional charges will be allowed unless a formal change order or mutual agreement is made between the parties.
- Revisions: Any revisions or additional work that may necessitate a change to the flat fee must be specified and agreed upon in advance of proceedings.
- Commissions: The District prohibits the payment or receipt of commissions to the awardee or awardee's organization or partners, in connection with the services provided to JPS under this RFQ.

F. Proposal Submission

Please submit your cost proposal in the format outlined below by Friday, June 20, 2025.

- Total Flat Fee for the entire scope of services.
- Detailed breakdown of costs (labor, materials, travel, etc.).
- Payment schedule and proposed terms.
- Your flat fee proposal will be evaluated based on its completeness, alignment with the RFQ requirements, and your firm's ability to deliver services cost-effectively.

G. Evaluation Criteria
The cost proposal will be evaluated as part of the overall assessment of your qualifications, technical capabilities, and responsiveness to the requirements outlined in the RFQ. We will not necessarily select the lowest flat fee. But will consider the overall value provided by the proposer based on the complete proposal.

H. Clarification of Cost Proposal
If necessary, we may request clarification on specific components of your cost proposal. If we encounter any discrepancies or have further questions about your pricing or terms, we will reach out for clarification.

8. CONFLICTS OF INTEREST

Indicate any financial, personal, or family relationships to the Jackson Public School District or its Board of Education. Jackson Public School reserves the right to reject any or all proposals that present an actual or apparent conflict of interest. All Proposers shall complete the certificate of non-collusion form as a requirement for submitting a proposal.

9. COPIES

Consultants shall submit 6 six copies **of their proposals for review by the schools.**

10. CERTIFICATION

Each proposer must complete **the "Equal Opportunity Certification Form" – Appendix A.**

11. AFFIDAVIT

Each proposer must complete **the "Non-Collusive Affidavit of Proposers" – Appendix B.**

12. OTHER

Other optional or alternative **services as applicable and time frame, where appropriate.**

C | INSTRUCTIONS TO PROPOSERS

All Proposers shall observe the following instructions and specifications:

1. PROPOSAL COMPLIANCE

Proposals shall be submitted in accordance with the RFP/RFQ guidelines and specifications. An Authorized Representative of the Proposer must sign the proposal.

The Jackson Public School District and Board of Trustees shall be the sole judge as to whether any Proposal complies with these instructions and specifications, and such a decision shall be final and conclusive. Proposers shall state any exceptions taken to the proposal Specifications. Proposers shall submit six (6) copies of their proposal.

2. PROPOSAL RETURN ENVELOPE

All Proposals shall be submitted to the Finance Director's Office in sealed, opaque envelopes clearly labeled with the name of the Proposer, his/her address, and the words "PROPOSAL DOCUMENTS INSURANCE AND RISK MANAGEMENT CONSULTANT" returned to the Finance Department by 2:00 p.m., XXXXXX, XXXXX X, 20XX. Please clearly mark your envelope with the Proposal Title, and Opening Date, as to prevent opening of a sealed proposal prior to the opening date. Proposals submitted in unmarked envelopes which are opened by the schools in their normal course of business, shall not be accepted. If time permits, the proposals shall be returned to the Proposer informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.

3. PROPOSAL WITHDRAWAL

Proposals may be withdrawn personally or in writing (letter form or faxed) by the Proposer in time for delivery in the normal course of business prior to the time fixed for opening. Once Proposals are opened the prices shall remain firm for ninety (90) days after opening or until a contract can be reasonably executed.

5. RIGHT OF REJECTION

The Jackson Public School District and Board of Trustees may reject any and all proposals, in whole or in part, or waive any informality in proposals received if in its opinion, it is in the best interest of the schools to do so.

6. METHOD OF AWARD

a. The Jackson Public School District and Board of Trustees will accept the proposal which will, in its opinion, most completely meet the evaluation criteria outlined in section C-11 of the RFQ; the one which the District solely determine best meets the specifications and is in the District's best interest.

b. In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

7. FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each Proposer is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State, and Local Laws, Ordinances or Regulations which in

any manner relate to the furnishing of the equipment, material, or services in accordance with the Contract.

Each Proposer shall thoroughly familiarize himself with all conditions of these documents and specifications before preparing their proposal. The submission of a proposal shall be construed as an assurance that such examination has been made, and the failure of the Proposer to familiarize himself with conditions related to the specifications shall in no way relieve any Proposer from any obligation in respect to this Proposal.

8. QUALIFICATIONS OF PROPOSER

The Jackson Public School District and Board of Trustees may make such investigations of any Proposer, as it deems necessary to determine the ability of the Proposer to perform the work. Proposer shall furnish to the Jackson Public School District all such information for this purpose as the District may request. The Jackson Public School District and Board of Trustees reserve the right to reject any proposal if the evidence submitted by, or investigation of such Proposer fails to satisfy the Jackson Public School District and Board of Trustees that such Proposer is qualified to carry out the obligations of the contract and the work contemplated therein.

9. ERRORS, INTERPRETATIONS, AND ADDENDA

Should the Proposer find any omissions, discrepancies, or errors in the specifications or other Contract Documents, or should he/she be in doubt as to the meaning of the specifications or other Contract Documents, he/she should immediately notify the schools, which may correct, amend, or clarify such documents by a written interpretation or addendum. No oral interpretations shall be made to any Proposer and no oral statement of the Jackson Public School District and Board of Education shall be effective to modify any of the provisions of the Contract Documents.

10. PROPOSAL REQUIREMENTS

Complete all items in section B.

11. SELECTION PROCESS/CRITERIA

Criteria to select the most appropriate INSURANCE /RISK MANAGEMENT consultant shall include, but not be limited to, the following:

a. **Selection Process –** The Proposal will first be examined to eliminate those that do not respond to the stated requirements, and to identify the most promising responses.

The most promising responses will be evaluated in detail through an interview process, further review of proposals, and reference checks.

b. Selection Criteria – Firms to be interviewed will be evaluated based on the following criteria.

- Completeness and responsiveness to the proposal's requirements.
- Experience and competency in providing insurance and risk management consulting services for other municipalities within the State of Mississippi.
- Experience in evaluating operations and making feasible recommendations.
- Qualifications of the firm in the areas of insurance and risk management consulting.
- Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.
- Cost of the services

1. SUBCONTRACTING

The Consultant shall not subcontract the work under this project without the written approval of the Finance Director.

2. INDEMNIFICATION

The Consultant shall be at all times indemnify and hold harmless the Jackson Public School District and Board of Trustees its offices, agents, and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or property damage alleged to have been sustained by (a) officers, agents, and employees of the Jackson Public School District and Board of Trustees or (b) the Consultant, his subcontractors or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions, or neglect of the consultant or his subcontractor or by reason of his or their use of faulty, defective, or unsuitable materials, tools or equipment of defective design in constructing or in performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The Consultant further agrees to reimburse the Jackson Public School District and Board of Trustees for damage to property of the Jackson Public School District and Board of Trustees caused by the Consultant, or his officers, employees, agents, subcontractors, or material men, or by faulty, defective, or unsuitable material or equipment used by him or them.

3. TIME TO SUBMIT EXECUTED CONTRACT DOCUMENTS

If notified of the acceptance of this proposal, the Proposer agrees to submit a contract within 15 working days of the "NOTICE TO PROCEED."

4. RIGHT OF THE OWNER TO TERMINATE CONTRACT

In the event that any of the provisions of the Contract are violated or do not proceed with due diligence by the Consultant, or by any of his/her Subcontractors, the Jackson Public School District and Board of Trustees may serve written notice upon the Consultant of its intention to terminate the Contract, such notices are to contain the reasons for such intention to terminate the Contract, and unless within five (5) calendar days after the serving of such notice upon the Consultant, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) calendar days, cease and terminate. In the event of any such termination, the Jackson Public School District and Board of Trustees shall immediately serve notice thereof upon the Consultant.

The Jackson Public School District and Board of Trustees have the right to stop work or terminate the contract, if:

- The Consultant is adjudged bankrupt or makes an assignment for the benefit of creditors.
- A receiver or liquidator is appointed for the Consultant or for any of its properties and is not dismissed within twenty (20) calendar days after such appointment or the proceeding in connection therewith are not stayed on appeal within the said twenty (20) calendar days.
- The Consultant refuses or fails, after a warning from the District, to supply enough properly trained staff or proper materials.
- The Consultant refuses or fails to perform or prosecute the work or any part thereof to ensure its completion within the period specified (or any duly authorized extension thereof) or fails to complete the work within said period.

5. INSURANCE REQUIREMENTS

An Insurance Certificate shall be required to be filed with the Chief Operations Officer, Certifying Coverage as described in this section.

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors, or employees. Insurance companies must be licensed by the State of Mississippi or otherwise acceptable to Jackson Public School District and Board of Trustees. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any nonstandard exclusion is required for all required coverage. The District must be added as additional insured.

- Broad form commercial general liability coverage naming the Jackson Public School District and Board of Education as additional insured, written on a "per occurrence" basis and with an aggregate cap no less than 3 times the required limit: $1,000,000 Combined Single Limit (C.S.L.)

- Automobile Liability coverage, including coverage for owned, hired, or borrowed autos: $1,000,000 C.S.L.; and

- Workers' Compensation Coverage (per Mississippi law) and Employer's Liability Coverage: coverage A at statutory limits and coverage B at limits of 100,000/500,000/100,000.

OR

- "Certificate of Solvency" issued by the Mississippi Workers' Compensation Commission for self-insurers.

- Professional errors and omissions coverage for (i.e. architects, engineers, etc.): $100,000 C.S.L.

If Contractor/Vendor is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract/Agreement, and the Certificate of Insurance shall state that the coverage is claims-made and also the retroactive date, if any. The Contractor shall maintain coverage for the duration of the contract and for two years following the completion of the contract.

It is further agreed that the contractor shall provide the District a thirty (30) day notice of cancellation, in advance of the retroactive date, and/or non-renewal.

6. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

Each Proposer with ten (10) or more employees shall complete the Certification of Proposer which is included as part of these specifications. Proposers with less than ten (10) employees should indicate this on the Certification and return it with their proposal.

A signature on the form certifies that the Proposer is declaring that it does not discriminate based on race, color, sex, national origin, age, disability, etc.

7. PROPOSER IDENTITY

If the consultant is a corporation, limited partnership, limited liability partnership, or limited liability company it shall provide a Certificate of Good Standing/Legal Existence from the Secretary of State as part of its proposal. If the consultant is a partnership, it must provide the names and residential addresses of all partners.

If the consultant is a sole proprietor, he/she must provide their residential address, if different from their business address.

8. NON-COLLUSION AFFIDAVIT

Each proposer shall complete the **APPENDIX C | NON-COLLUSION AFFIDAVIT**, which is included as part of these specifications.

APPENDICES | FORMS

APPENDIX A | PROPOSAL COVER PAGE

PROPOSAL SUBJECT: Request for Qualifications (RFQ) 2025-02 – Insurance/Risk Management Consultant Services

VENDOR INFORMATION

CONSULTANT Name _____

CONSULTANT Title _____

Company Name _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with the provisions outlined in the Request for Proposals.

Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFQ. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval.

I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFQ.

_____ _____

Authorized Signature Date

_____

Printed Signature

CONFIGURATION SUMMARY

The vendor must provide a summary of the main components of the services offered in this proposal using 100 words or fewer:

APPENDIX B | SAMPLE LETTER OF PROPOSAL

Board of Trustees
Jackson Public School District Jackson, Mississippi

Ladies and Gentlemen:

Re: Response to Request for Qualifications (RFQ) 2025-02 – Insurance/Risk Management Consultant Services

I am writing to formally submit our response to the Request for Qualifications (RFQ) 25026 for **Insurance/Risk Management Consultant Services**. We are excited to have the opportunity to participate in this process and present our qualifications to support your organization's insurance and risk management needs.

Enclosed, please find the complete response to the RFQ, including all required documentation and supporting materials. Our team possesses significant experience and expertise in providing comprehensive insurance and risk management services, and we are confident that we can offer valuable solutions that align with the objectives outlined in your Request for Qualifications (RFQ).

We appreciate the opportunity to be considered for this critical initiative. If you require any additional information or clarification regarding our submission, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration. We look forward to the opportunity to work with your organization and contribute to the achievement of your risk management goals.

Sincerely,
[Your Name]
[Your Title]
[Your Department/Organization]

APPENDIX C | NON-COLLUSION AFFIDAVIT

STATE OF_____)
) SS: COUNTY
OF_____)

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein, certifies that:

1. Sworn, on oath, says that he is the contractor, or the agent authorized by the contractor to submit the attached proposal and proposed contract to JACKSON PUBLIC SCHOOL DISTRICT OF HINDS COUNTY, JACKSON, MISSISSIPPI.
2. Affiant further states that the contractor has not paid, given, donated, or agreed to pay, give, or donate to any employee of said School District, or member of its Board of Education, any money or other thing of value, either directly or indirectly, in the procuring of the attached contract.
3. The proposer developed the RFQ independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and
4. The proposer, its employees, and agents have not communicated the contents of the RFQ to any person not an employee or agent of the bidder and will not communicate the bid to any such person prior to the official opening of the RFQ.
5. The undersigned proposer is not (a) the owner of the property securing the subject liens ("Property"); (b) a general or limited partner of the Property's owner; (c) a relative of the Property's owner; (d) a relative of a general or limited partner of the Property's owner; (e) a parent or subsidiary of the Property's owner; and/or (f) an agent or attorney for any individual or entity described in (a) – (e) herein.

_____
Company Name

_____
Signature of Contractor or Authorized Agent

SUBSCRIBED AND SWORN to before me this_____day of_____, 20___.

_____
Notary Public

My commission expires:

_____

(SEAL)

APPENDIX D | VALIDATION

Note: Proposals must be manually signed on this form in the space provided below.

Has the offeror, any officer of the offeror, or any employee of the offeror who has a proprietary interest in the proposal, ever been disqualified, debarred, removed, or otherwise prevented from participating, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes_____ No _____

If the answer is Yes, please explain the circumstances in the following space:

Offeror, in compliance with this RFQ, has examined the specifications and is familiar with all the conditions and requirements. The vendor meets all the necessary standards and requirements to perform the services and provide the product. The vendor can furnish the services and products within the specified time frame and at the rates outlined in this proposal. The undersigned, on behalf of the offeror, certifies that this offer is made without previous understanding, agreement, or connection with any person, firm, or corporation proposing the same project and is in all respects fair and without collusion or fraud.

I have read the terms and conditions of this RFQ, truthfully answered the above question, and submitted for consideration the enclosed offer and accessory data, which will become part of any agreement. The undersigned has the authority to bind the vendor and certifies that all statements contained in the proposal are true and correct. If accepted by the District, this proposal is guaranteed as written and amended and will be implemented as stated.

Please indicate if this business is:_____Minority-owned or_____Female-owned.

Company Name	Signature of Representative
Company Address	Typed Name of Representative
City, State, Zip	Title
Fax Number	Telephone Number
Date	Email