Allen
COMMUNITY COLLEGE

Risk Management and Insurance Brokerage Services Selection Process

Request for Proposal (RFP)

Response Due:

11/20/ 2026

RFP TABLE OF CONTENTS

Introduction

1. **Timeline & Response Guidelines**

2. **RFP Eligibility & Selection Criteria**

3. **Broker Qualifications**

4. **Broker Compensation**

Allen Community College reserves the right at its sole discretion to modify this RFP and the terms described at any time. The terms of this document are not, and are not intended to be, binding on the parties. Any agreement between Allen Community College and a successful bidder selected by Allen Community College must be mutually signed by both parties for it to be binding.

Each bidder recognizes and acknowledges that Allen Community College has the right to and will establish negotiations with multiple parties until and execution of a mutually signed definitive agreement with the party Allen Community College selects.

Allen Community College considers the bid process, all related communications and documents, and the fact that we are in discussions regarding the **Risk Management and Insurance Brokerage Services RFP** all to be confidential information. Allen Community College expects that both parties will keep all information in confidence as required.

DESCRIPTION OF OPERATIONS

Allen Community College operates as a community-focused higher education institution that provides accessible and affordable academic, occupational, and personal-development programs. Its operations center on delivering quality instruction and student support services in a caring, safe, and learning-oriented environment.

The college serves students and surrounding communities by offering educational opportunities designed to help learners achieve their academic and career goals, develop personally, and become productive members of the global community. Allen Community College also supports faculty and staff in embracing change and promoting lifelong learning.
Its operations are guided by five core values:

- Community
- Growth and success
- Accessibility
- Excellence
- Service orientation

Websites: https://www.allencc.edu/

Overview of Insurance Program / Enclosures

Coverage / Policies:

- Property
- Equipment Breakdown
- Inland Marine
- General Liability
- Auto
- Workers' Compensation
- Director's & Officers Liability
- Employment Practices Liability
- Fiduciary Liability
- Commercial Crime
- Cyber Liability

Loss Overview: *See attached*

Exposure Overview:

1. Revenue Range – approximately $18M
2. Number of Locations – 2
3. Total Insured Value – $77,098,000
4. Number of Commercial Auto Power Units – 22
5. Number of Employees – approximately 140
6. Total Workers Compensation Payrolls – $6,064,794
7. Approximate annual premium - $300,000

Strategic Risk Management Initiative

Allen Community College is evaluating all areas of our business to strategically manage costs and maximize value. Our objective is to work with select vendors who can assist Allen Community College in maximizing the value and service quality of the goods and services we procure, while identifying opportunities to reduce the costs of externally purchased goods and services and improving our vendor selection and management processes.

We believe that the ultimate outcome will enhance the value of Allen Community College relationship with its vendors. As part of this program, we are reviewing our procurement of Risk Management and Insurance Brokerage services. We believe there is significant value to be gained from reviewing the current broker arrangement, with the goal of assuring that our program is providing us with superior service at a competitive price.

RFP Goals

Allen Community College has identified the following project goals:

- Ensure the Company's brokerage arrangements are priced competitively;
- Assemble a broker service team that will assist the Company in the development and execution of its Risk Management Strategy;
- Evaluate and identify a broker team with the capabilities to design and implement, as appropriate, alternative risk management options.
- Evaluate current insurance program/coverage and identify opportunities for improvement.

Scope of This Project

The competition will focus on the broker's capabilities, ability to add value to Allen Community College industry expertise, experience of team members and broker compensation. SPECIFICALLY, YOU ARE NOT TO APPROACH ANY INSURANCE MARKETS OR SERVICE PROVIDERS ON OUR BEHALF OR IN CONNECTION WITH THIS PROJECT. Failure to adhere to this requirement will result in an automatic disqualification from this project.

Section 1 – Timeline & Response Guidelines

1. Critical Dates

Activity	Target Date
1. RFP Sent to Brokers	11/2/2026
2. Deadline for Initial Questions to RFP	11/13/2026
3. Qualifications and Proposals received from Respondents	11/20/2026
4. Meeting with Finalists Completed	12/3-12/4/2026
5. Selection of broker	12/11/2026

2. Submittal Date and Location

Your response must be submitted no later than 11/20/2026. *Please email your completed proposal to:*

Kara Wheeler, Interim Vice President for Finance and Operations
Allen Community College
wheeler@allencc.edu

Following the receipt of responses, your proposal will be evaluated, and your firm may be asked to provide additional information or respond to follow up questions. Your response should be tailored specifically to address the questions outlined in the RFP.

Following the broker evaluation process, the broker to handle Allen Community College program will be selected. The selected broker will be expected to provide services as outlined in the sample broker service agreement presented in the RFP response.

3. Proposal Contact

Your **sole** contact for any questions or comments regarding the attached document is Kara Wheeler, Interim VP for Finance and Operations. Questions should be submitted via email to wheeler@allencc.edu

Section 2 – RFP Eligibility & Selection Criteria

1. Selection Process and Participation Requirements

a. Comply with all instructions

b. Complete all required sections of the RFP

c. Respond to all questions in reasonable detail

d. Meet the deadline for submission of RFP to Allen Community College

2. Selection Criteria

The successful respondent will be selected for further consideration based upon, but not limited to, the following criteria:

a. Quality of the response to the RFP

b. Expertise with advising clients on evaluating risks and structuring and managing insurance programs

c. Ability to provide cost-effective solutions to meet the needs of Allen Community College

d. Coverage Expertise and ongoing Coverage Quality Control Process

e. Loss Control Support

f. Claims Support

g. Overall expertise within our industry

h. Willingness and ability to work with existing insurance underwriters as necessary

i. Financial strength

j. Stability

k. Reputation

l. Amount, nature, visibility, and appropriateness of compensation

m. Demonstrated exceptional level of customer service and support to clients

n. Quality and experience of assigned account personnel

o. Accuracy of proposal as demonstrated by documentation, presentations, and telephone references

3. Evaluation Process

Allen Community College will review and evaluate your proposal. Allen Community College reserves the right to select, or not select, a broker for any reason.

4. Submission Effort

- **Date of Submission**: Responses to the RFP received after the designated date will not be considered.
- **Proposal Acceptance:** Allen Community College reserves the right to accept or reject any proposals made to it in response to this RFP whether in whole or in part. Allen Community College makes no guarantee whatsoever implied or otherwise that it will contract or agree to contract with any party as a result of this RFP.
- **Cancellation of the RFP:** Allen Community College reserves the right, in its sole discretion, to cancel this RFP at any time prior to the execution of a written agreement with the successful respondent.
- **Submitted Materials:** Materials provided to Allen Community College by brokers will remain at Allen Community College. At the end of the proposal RFP process, all materials submitted will become the property of Allen Community College, unless alternative agreements have been reached in writing.

Section 3 - Broker Qualifications

All participants must complete this Qualification form to be eligible to participate in our selection process. Please provide answers to the following questions.

1. Overview of Company Structure/ History/ Philosophy

a. Describe the structure of your organization, including number of employees and available resources, locally, nationally and globally

2. Competitive advantage

a. Outline your perceived strengths and weaknesses in the marketplace.

3. Service Team

a. Illustrate the account team structure. List the names of the proposed day-to-day account service team and describe each member's service role.

4. Qualifications

a. Expertise; technical/industry specific

b. Describe how you will act as an extension of Allen Community College Risk Management Department.

c. Discuss and describe the experience your office has in servicing and understanding the unique needs and exposures of Allen Community Colleges' size and resources.

5. Marketing

a. Provide your thoughts on the current state of the insurance market.

b. Provide a timeline and transition plan if you were selected to represent Allen Community College on our lines of coverage.

6. Risk Management

a. Describe specific techniques and procedures, which you will use to assist us in identifying current and anticipated new exposures to accidental loss.

b. Describe how your firm ensures its clients receive the broadest coverage available in the marketplace at an economical cost.

c. Explain how you would keep us informed of current developments and trends in the risk management arena?

7. Risk Control Services - -Describe your approach to loss control and the services to be provided:

a. *Casualty*: Describe in detail how you will assist Allen Community College design and implement casualty loss control techniques that will reduce loss frequency and severity and ensure compliance with our client's requirements and various regulatory agencies.

b. *Property*: Describe in detail how you will assist Allen Community College design and implement property loss control techniques that will reduce the potential for loss.

c. *Professional Services*: Describe in detail how you will assist Allen Community College in design and implement risk management to reduce the loss for this area of our business.

d. Describe your approach to the providing or managing of unbundled loss control services.

8. **Claims Management** – Describe your approach to claims management and the services to be provided:

   a. Discuss how you will assist in claim audits and other file reviews as deemed necessary for current insurer services. Provide details of the services provided and available for this type of program.

   b. Discuss your experience and approach to analyzing and improving claims management programs.

   c. Describe how you will Allen Community College to actively manage open claims to assure timely and cost-effective closure.

9. References

Please provide at least 2 references (company name, contact name and title, address, phone number, email) References will be contacted. Please notify them accordingly.

10. Quality Control

Discuss how your organization will ensure accuracy and timely delivery of:

a. Submissions to markets

b. Binders/advices of insurance

c. Policies, program agreements, summary of insurance, etc.

d. Certificates of insurance, auto ID cards, accident kits, posting notices, etc.

e. Detail how your organization monitors insurer market quality and solvency. How is this information disseminated?

11. Cyber Security

a. Does your company provide cyber modeling?

b. Based on your understanding, provide a brief synopsis of Allen Community Colleges' insurance needs and how the Respondent plans to meet these needs. This should provide a broad understanding of your entire service goals and scope of expertise.

12. Other Insurance/Risk Management Related Services

a. Describe the step by step process your firm would use to set up and administer an effective Certificates of Insurance Program including software, if any that would be part of this process.

b. Describe how your firm would provide analysis of Allen Community Colleges' data to assist us in obtaining the most favorable position with respect to insurance rates.

c. How do you determine limits and retention levels to recommend to your clients?

Section 4 – Broker Compensation

Compensation: Please provide a compensation amount/arrangement you believe to be fair to all parties involved. Be specific as to what activities and services are included in your compensation. Also, specify the services and/or activities that would be subject to additional charges or fees, and the approximate dollar amount of all fees. Please avoid generalizations.

ALLEN COMMUNITY COLLEGE RESERVES THE RIGHT AT ITS SOLE DISCRETION TO MODIFY THIS RFP AND THE TERMS DESCRIBED AT ANY TIME AND FROM TIME TO TIME. THE TERMS OF THIS DOCUMENT ARE NOT, AND ARE NOT INTENDED TO BE, BINDING ON THE PARTIES. ALLEN COMMUNITY COLLEGE CONSIDERS THE BID PROCESS, ALL RELATED COMMUNICATIONS AND DOCUMENTS, AND THE FACT THAT WE ARE IN DISCUSSIONS REGARDING THE SUBJECT MATTER, ALL TO BE CONFIDENTIAL INFORMATION. ALLEN COMMUNITY COLLEGE EXPECTS BOTH PARTIES TO KEEP ALL INFORMATION IN CONFIDENCE AS REQUIRED.