

Saratoga Springs Housing Authority

Request for Proposal – Insurance Broker / Consultant 1-10-2019

- 1) The Saratoga Springs Housing Authority (SSHA) is seeking proposals (qualifications and cost) from qualified Insurance Brokers for Professional Insurance Brokerage and Consulting Services regarding insurance coverage for the Saratoga Springs Housing Authority (SSHA).

- 2) Goal - It is the desire of the SSHA to select an “Insurance Broker” that will insure that the insurance needs of the SSHA are adequately met. Insurance requirements of both HUD and the State of New York must be met. It will be the responsibility of the Insurance Broker to review the insurance needs of the SSHA, to procure such policies, to manage such, and to provide risk management services.

- 3) Background – The SSHA was formed in 1951 by the City of Saratoga Springs, as authorized by the United States Housing Act of 1937 and subsequent Acts of the State of New York. The primary purpose of this organization and associated entities is to provide low-income housing assistance. The SSHA is responsible for the acquisition or real estate, new construction, development, rehabilitation or existing developments and construction management of its properties. The SSHA’s primary funding is federal funds from the U.S. Department of Housing and Urban Development (HUD). The SSHA maintains 339 Low Income Public Housing Units situated at the following sites:

PHA Name:	Saratoga Springs			
Operating Fund Project No.	Operating Fund Project Name	Site Number	Site Name	Number of Units
NY02000001	Jefferson / Vanderbilt Terrace	NY 20-3	Vanderbilt Terrace	58
		NY 20-1	Jefferson Terrace	30
		NY 20-2	Jefferson Terrace II	75
NY02000002	Stonequist Apts	NY 20-3	Stonequist	176
				339

4) Scope of Services & Statement of Work

- 1) Assess the needs of the SSHA to ensure that current insurance coverage adequately protects such needs/interests.
- 2) Provide recommendations (appropriate types of insurance, the levels of coverage, levels of deductible) to the SSHA on new policies to protect their interests, to mitigate risk and reduce costs.
- 3) Recommend the most efficient utilization of in-house risk management and risk control services.
- 4) Act as an agent for the SSHA to procure new insurance policies ensuring full compliance with the SSHA Procurement Policy, HUD requirements as found at 24CFR85.36, 2 Part 200, Procurement Handbook 7460.8, Rev-2, and the State of New York.
 - a) Organize, develop, and present SSHA's insurance coverage requirements to insurance vendors and obtain price quotes from responsible insurers that are appropriately licensed.
 - b) Provide evaluation of proposed insurance policies and present insurance policy terms, conditions and premiums to SSHA that best reflect the goals and objectives of the SSHA.
 - c) To service as Agent and Broker for obtaining and servicing competitive placements for coverage, as well as preparing new/renewal applications, administering policies, and providing support services.
- 5) As Broker and Consultant, to advise SSHA of other risks or exposures and assistance in setting claims.

- 5) FORM OF PROPOSAL: - The Insurance Broker / Consultant shall include a letter of interest and a narrative that addresses each of the evaluation factors as noted below:
- a) Proposed Team and Previous Experience: Provide a narrative addressing your proposed teams experience in Brokering Insurance for Public Housing Authorities. (limit to two pages)
 - b) Proposed Process: Provide a narrative addressing the proposed process that your firm will undertake to comply with this scope of work. (limit to two pages).
 - c) Fee: Provide a narrative addressing all fees or costs that will be charged by your firm for these services. Provide a percentage mark-up of both brokered insurance carriers and for non-brokered insurance carriers similar to the HAI Group or similar as authorized by 24 CFR 965.
 - d) References: Provide a listing, minimum three, of Public Housing Authorities that your firm currently is providing Insurance Broker/Consultant services for. Please list the PHA name, contact person and phone number for such references along with a brief summary of the savings and/or cost reductions obtained on behalf of the client as a result of your services.
 - e) Signed copy of HUD HUD-5369-C, Certifications and Representation of Offerors Non-Construction Contract.
- 6) RESPONSE DUE DATE: All Responses to this RFP must be received by the SSHA by Friday, February 1, 2019 at 12:00PM.
- 7) Procurement Process –
- a) It is the intent of the SSHA to award this contract based upon the “Competitive Proposal” method of procurement with cost being the primary factor.
 - b) The duration of this contract will be for one year and may be renewed annually by the SSHA for a maximum duration of five (5) years.
 - c) Required HUD Forms – The following forms are included as part of this contract.
 - i) Attachment A – form HUD-5369-B, Instructions to Offerors Non-Construction.
 - ii) Attachment B – form HUD-5369-C, Certifications and Representation of Offerors Non-Construction Contract.
 - iii) Attachment C – form HUD-5370-C, General Conditions for Non-Construction Contracts.

8) SELECTION PROCESS:

a)The SSHA will evaluate all responses and will select the ESCo based upon the following:

Evaluation Factor	Maximum Points
<p>A. Proposed Team and Previous Experience</p> <p>Points will be awarded based on documented qualifications and experience of the proposed team.</p> <p>0 to 3 Poor 4 to 7 Marginal 8 to 11 Acceptable 12 to 15 Very Good 16 to 20 Outstanding</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 100px;"> Typical review /point structure unless noted. </div>	20
<p>B. Proposed Process:</p> <p>Points will be awarded based on documented proposed process.</p>	20
<p>C. Fee: - Brokered Carriers</p> <p>Points will be awarded based on cost competitiveness.</p> <p>Lowest fee, maximum points.</p>	20
<p>A. Fee: - Non-Brokered Carriers</p> <p>Points will be awarded based on cost competitiveness.</p> <p>Lowest fee, maximum points.</p>	20
<p>B. References</p> <p>Points will be awarded based upon references received.</p>	20
<p>Maximum Points</p>	100

9) Contact Information:

Mr. Paul Feldman
Executive Director
Saratoga Springs Housing Authority
One Federal Street
Saratoga Springs, NY. 12866
(518) 584-6600

END

Attachments

Attachment A – form HUD-5369-B, Instructions to Offerors Non-Construction.

Attachment B – form HUD-5369-C, Certifications and Representation of Offerors Non-Construction Contract.

Attachment C – form HUD-5370-C, General Conditions for Non-Construction Contracts.