

**THIS IS JUST A SCOPE OF WORK. PLEASE EMAIL [PURCHASING@STPGOV.ORG](mailto:PURCHASING@STPGOV.ORG) FOR A COMPLETE PACKAGE.**

### **Scope of Work/Services**

- 1) The selected Broker must perform the services necessary to solicit and renew property and casualty insurance coverages expiring and thereafter as may be extended or renewed. **A detailed list of the current insurance programs and each expiration is included with this RFQ as "Attachment A."**
- 2) The Broker must place the insurance coverage with insurance companies rated by A.M. Best as A-, VII or better.
- 3) The Broker must assist in risk exposure evaluations of the current program and meet with the Parish designated representative(s) regarding any possible program restructure that may benefit the Parish. The Broker must make such recommendations to contain costs without sacrificing coverage for potential catastrophic loss.
- 4) The Broker must review the property valuations and structure and make any recommendations regarding revaluing or reclassifying each property.
- 5) The Broker is responsible for the review, marketing, placement and procurement of other such insurance as may be required throughout the term of the contract, subject to the review and approval of the premiums and structure by the Parish.
- 6) The Broker must identify programs, products and insurers capable of meeting the Parish's insurance needs and prepare applications and/or other necessary details to market effectively the account. Renewal proposals should be presented at least 20 days prior to policy expiration for the Parish's consideration.
- 7) The Broker must provide a market analysis schedule including a list of carriers that quoted, as well as those carriers approached but who rejected or declined quoting coverage. The Broker will make recommendations that are in the best interests of the Parish and appropriate place coverage at the direction of the Parish.
- 8) The Broker must review policies, endorsements, coverage and premiums to assure accuracy of renewal policies and present the Parish a list of variations from the prior year coverage, and recommend any changes/modifications beneficial to the Parish.
- 9) The Broker must prepare any certificates of insurance required by the Parish within 24 hours of request.
- 10) The Broker must be available for meetings with the Parish on an as-needed basis and within a reasonable timeframe to discuss programs, projects, contractual agreements or other insurance related matters that may arise on a daily basis.
- 11) The Broker must advise the Parish of any anticipated increase in cost due to change in market conditions to allow the Parish to prepare proper budgeting for upcoming fiscal years.
- 12) The Broker shall monitor insurance company ratings and notify the Parish of any downgrades affecting Parish policies immediately as well as present recommendations on preserving financial integrity of the Parish program.
- 13) The Broker must perform other Insurance Agent/Broker/Risk Management and Loss Control services on an "as needed" basis.