



REQUEST FOR PROPOSALS
FOR
INSURANCE CONSULTING AND BROKER SERVICES
(RFP Number 12-FA-001)

PROPOSAL DUE DATE
September 1, 2011

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

July 25, 2011

REQUEST FOR PROPOSALS
For
INSURANCE CONSULTING AND BROKER SERVICES
(RFP Number 12-FA-001)

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

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**REQUEST FOR PROPOSALS
FOR
INSURANCE CONSULTING AND BROKER SERVICES**

SECTION 1

**NOTICE TO FIRMS-
REQUEST FOR PROPOSALS**

CONNECTICUT RESOURCES RECOVERY AUTHORITY

NOTICE TO FIRMS REQUEST FOR PROPOSALS

The Connecticut Resources Recovery Authority ("CRRA") is a quasi-public agency of the State of Connecticut that is responsible for implementing the State Solid Waste Management Plan and is currently providing solid waste disposal and recycling services to more than 100 municipalities in the state. CRRA has developed, constructed and now operates an integrated system of two resource recovery facilities, one regional recycling center, five landfills (all of which are closed or in the process of closing) and five transfer stations. At present, CRRA accepts more than 60% of the municipal solid waste ("MSW") generated in Connecticut. These facilities are operated by entities that are under contract to CRRA.

CRRA is responsible for providing property insurance on many of these facilities. In addition, CRRA provides workers' compensation insurance for its employees, and purchases various forms of financial and liability coverage. CRRA's staff is composed of management, clerical, accounting, engineering, environmental, legal, waste management and operations personnel.

CRRA is requesting proposals from qualified firms to perform insurance consulting and broker services for a three-year period from January 1, 2012 through December 31, 2014.

Request For Proposal ("RFP") package documents may be obtained on the World Wide Web at <http://www.crra.org> under the "Business Opportunities" page beginning **Monday, July 25, 2011**. The documents will also be available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA's offices must contact Lynn Martin (860-757-7780) at least 24 hours in advance. There is a charge of \$25.00 for anyone picking up the documents at CRRA's office. Payment should be made by check payable to "Connecticut Resources Recovery Authority."

CRRA encourages firms interested in this RFP to submit a Notice Of Interest Form to CRRA by 2:00 p.m., Friday, August 12, 2011. The Notice Of Interest Form is available on CRRA's web site along with the other RFP documents. While not mandatory, CRRA will use the information provided on the Form to notify prospective proposers about the availability of addenda and other information related to the RFP.

Sealed proposals must be received at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722 no later than 2:00 p.m., Wednesday, September 1, 2011. CRRA reserves the right to reject proposals received after the time and date set forth above. All proposals shall remain open for one hundred twenty (120) days after the proposal due date.

Proposals will be opened at CRRA's convenience on or after the proposal due date. Note that all information submitted in response to this RFP is subject to Connecticut's Freedom of Information Act.

CRRA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, contracting, or business practices. CRRA is committed to complying with the Americans with Disability Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

All questions regarding this RFP must be submitted **in writing** to Lynn Martin, by e-mail (lmartin@crra.org), by fax (860-757-7740), or by correspondence (CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103) no later than 2:00 p.m., Friday, August 12, 2011. Subject to the discretion of CRRA, CRRA may decide to provide written responses to potential proposers no later than Friday, August 19, 2011. Any entity considering submitting a proposal is prohibited from having any ex-parte communications with any CRRA staff member or CRRA Board member except Ms. Martin.

**REQUEST FOR PROPOSALS
FOR
INSURANCE CONSULTING AND BROKER SERVICES**

**SECTION 2
INSTRUCTIONS TO PROPOSERS**

INSTRUCTIONS TO PROPOSERS

INSURANCE CONSULTING AND BROKER SERVICES

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1. Introduction

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public agency of the State of Connecticut that is responsible for implementing the State Solid Waste Management Plan and is currently providing solid waste disposal and recycling services to more than 100 municipalities in the state. CRRA has developed, constructed and now operates an integrated system of two resource recovery facilities, one regional recycling center, five landfills (all of which are closed or in the process of closing) and five transfer stations. At present, CRRA accepts more than 60% of the municipal solid waste (“MSW”) generated in Connecticut. These facilities are operated by entities that are under contract to CRRA.

CRRA is responsible for providing property insurance on many of these facilities. In addition, CRRA provides workers’ compensation insurance for its employees, and purchases various forms of financial and liability coverage. CRRA’s staff is composed of manage-

ment, clerical, accounting, engineering, environmental, legal, waste management and operations personnel.

CRRA is requesting proposals from qualified firms to perform insurance consulting and broker services for a three-year period from January 1, 2012 through December 31, 2014.

2. RFP Projected Timeline

The following is the projected timeline for the RFP process:

ITEM	DATE
RFP Documents Available	Monday, July 25, 2011
Notice of Interest Forms Due at CRRA	2:00 p.m., Friday, August 12, 2011
Deadline for Written Questions	2:00 p.m., Friday, August 12, 2011
Response to Written Questions	No Later Than Friday, August 19, 2011
Proposals Due at CRRA	2:00 p.m., Thursday, September 1, 2011
Interviews with Selected Proposers	Thursday, September 15, 2011
Selection and Notice of Award Issued	Friday, October 28, 2011
Effective Date of Agreement	January 1, 2012

CRRA reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the above Projected Timeline.

3. Definitions

As used in this Instructions To Proposers and in other Contract Documents (as defined herein), the following terms shall have the meanings as set forth below:

- (a) **Addenda:** Written or graphic documents issued prior to the proposal due date that clarify, correct or change any or all of the Contract Documents.
- (b) **Contract Documents:**
 - (1) Insurance Consulting And Broker Services Agreement (the "Agreement");
 - (2) RFP Package Documents (defined in (f) below);
 - (3) Addenda;
 - (4) Successful proposer's proposal (including all documentation attached to or accompanying such proposal, all other documentation submitted in

connection with such proposal, and all post-proposal documentation submitted prior to the Notice Of Award);

- (5) Notice Of Award; and
- (6) Any written amendments to the Agreement.

(c) **Laws And Regulations:** Any and all applicable laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, state and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction.

(d) **Notice Of Award:** Written notification from CRRA to the apparent successful proposer that states that CRRA has accepted such proposer's proposal and sets forth the remaining conditions that must be fulfilled by such proposer before CRRA executes the Agreement.

(e) **Project:** The provision by the successful proposer of insurance consulting and broker services for CRRA in accordance with the Contract Documents.

(f) **RFP Package Documents:**

- (1) Notice To Firms – Request For Proposals;
- (2) Instructions To Proposers;
- (3) Notice Of Interest Form;
- (4) Proposal Form;
- (5) Proposal Price And Payment Rate Schedule Form;
- (6) Business Information Form;
- (7) Business Disclosure Form;
- (8) Personnel Background And Experience Form;
- (9) References Form;
- (10) Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
- (11) Affidavit Of Third Party Fees;
- (12) Affidavit Concerning Nondiscrimination;
- (13) Background Questionnaire;
- (14) SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban;
- (15) Notice Of Award, with Contractor's Certification Concerning Gifts and Affidavit Concerning Consulting Fees attached [both to be executed by successful proposer]; and
- (16) Insurance Consulting And Broker Services Agreement, including:
 - A. Scope Of Services;
 - B. Request For Additional Services – Standard Format;
 - C. Compensation Schedule;
 - D. CRRA Travel And Expense Policy;
 - E. Quarterly Bill Format – Additional Services;
 - F. SEEC Form 11, Notice To Executive Branch State Contractors

And Prospective State Contractors Of Campaign Contribution
And Solicitation Ban;

- G. Affidavit Of Third Party Fees;
- H. Affidavit Concerning Nondiscrimination;
- I. Affidavit Concerning Consulting Fees;
- J. Contractor's Certification Concerning Gifts; and
- K. CRRA President's Certification Concerning Gifts.

Terms used, but not defined, in this Instructions To Proposers shall have the same respective meanings assigned to such terms in the Agreement.

4. Communications With CRRA Staff and Board Members

Except as otherwise authorized by this Instructions To Proposers, during the period while the RFP process is active (i.e., from the date CRRA issues the RFP until the date the successful proposer accepts the Notice Of Award), firms and individuals contemplating or preparing proposals are prohibited from contacting CRRA staff or CRRA Board of Director members in an ex parte manner to discuss the RFP submission process. A firm's proposal may be rejected if any of the foregoing ex parte communications take place.

5. Reserved Rights

CRRA reserves the following rights at its sole and absolute discretion:

- (a) To reject any or all of the proposals, or any part(s) thereof, and/or to waive any informality or informalities in any proposal or the RFP process for this Project;
- (b) To republish this RFP after having rejected any or all of the proposals; and
- (c) To terminate this RFP process at any time prior to the execution of any Agreement.

6. Scope Of Services

CRRA is the owner or lessee of certain pieces and parcels of real property throughout the State (the "Properties") upon which Properties CRRA owns and operates various solid waste, electricity generating, and recycling facilities (the "Facilities"). CRRA is responsible for providing insurance on some of these Properties, Facilities, and general operations. Thus, CRRA is seeking proposals from qualified firms to provide certain independent insurance consulting and insurance broker services.

The services to be performed under the Agreement are more particularly described in Section 1 of **Exhibit A** of the Agreement (the "Services"). Specific instructions about how the Services are to be performed are included in the Agreement. The successful proposer will be compensated for the Services on a fixed fee basis.

If additional services as described in Section 2 of **Exhibit A** of the Agreement (the “Additional Services”) are required during the term of the Agreement, CRRA will issue Request(s) For Additional Services to the successful proposer for the specific Additional Services to be performed. The successful proposer will be compensated on a time and materials basis for any Additional Services.

Unless otherwise specifically indicated in a proposer’s proposal, CRRA will assume that such proposer is willing to perform all of the Services set forth in the Contract Documents.

7. Availability of RFP Package Documents

Complete sets of the RFP Package Documents may be obtained on the World Wide Web beginning Monday, July 25, 2011:

<http://www.crra.org> under the “Business Opportunities” page; select the “RFP: Insurance Consulting and Broker Services” link.

The RFP Package Documents are in PDF format. Many of the forms included in the documents are also available for downloading in Microsoft Word format on CRRA’s web site. Prospective proposers can fill the forms out by entering the answers using their computer’s keyboard and mouse. The forms can then be printed and submitted with the proposal. CRRA encourages firms to make use of the downloadable Word forms.

The RFP Package Documents are also available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at CRRA’s offices, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA’s offices must contact Lynn Martin [(860) 757-7780] at least 24 hours in advance. There is a charge of \$25.00 for anyone picking up the documents at CRRA’s office. Payment should be made by check payable to “Connecticut Resources Recovery Authority.”

8. Notice Of Interest

CRRA encourages firms interested in this RFP to submit a Notice Of Interest Form (Section 3 of the RFP Package Documents) to CRRA by **2:00 p.m., Friday, August 12, 2011**. The Notice Of Interest Form is available on CRRA’s web site along with the other RFP Package Documents. While not mandatory, CRRA will use the information provided on the Form to notify prospective proposers about the availability of addenda, including CRRA’s responses to written questions, and other information related to the RFP.

9. Addenda And Interpretations

CRRA may issue Addenda to the RFP Package Documents that shall, upon issuance, become part of the RFP Package Documents and binding upon all potential or actual proposers for the Services. Such Addenda may be issued in response to requests for interpretation or clarification received from potential proposers. CRRA reserves the right to not respond to any or all inquiries.

Any request for interpretation or clarification of any documents included in the RFP Package Documents must be submitted **in writing** to Lynn Martin using one of the following methods:

- (a) By e-mail to lmartin@crra.org;
- (b) By fax to 860-757-7740; or
- (c) By correspondence to CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722.

To be given consideration, any such written request must be received by CRRA by **2:00 p.m., Friday, August 12, 2011.**

Addenda, if any, issued prior to due date for Notice Of Interest Forms will be posted on CRRA's web site (<http://www.crca.org> on the "Business Opportunities" page under the "RFP: Insurance Consulting and Broker Services" heading).

Addenda, if any, issued after the due date for Notice Of Interest Forms will be mailed and/or e-mailed to all persons who submitted a Notice Of Interest Form (see Section 8 above) or who picked up or requested from CRRA a printed copy of the RFP package documents. Such addenda will also be posted on CRRA's web site (<http://www.crca.org> on the "Business Opportunities" page under the "RFP: Insurance Consulting and Broker Services" heading). Such addenda will be mailed/e-mailed and posted on the web site no later than Friday, August 19, 2011.

Failure of any proposer to receive any such Addenda shall not relieve such proposer from any conditions stipulated in such Addenda. Only questions answered or issues addressed by formal written Addenda will be binding. **All oral and other written responses, statements, interpretations or clarifications shall be without legal effect and shall not be binding upon CRRA.**

10. Proposal Submittal Procedures

Sealed proposals shall be submitted no later than 2:00 p.m., Eastern Time, Thursday, September 1, 2011 at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Lynn Martin. Proposals received after the time and date set forth above shall be rejected.

Each proposer must submit one (1) original and four (4) copies of its proposal. The original proposal shall be stamped or otherwise marked as such.

While CRRA has no preference as to how the copies of the proposal are bound, the original of the proposal should be loose leaf and bound with a binder clip. In addition, tabs (numbered or lettered) should be used to delineate sections of the proposal.

Each proposal (the original and four copies) shall be enclosed in a sealed envelope that shall be clearly marked "Proposal for Insurance Consulting and Broker Services."

11. Period Proposals Shall Remain Open

Proposals shall remain open and subject to acceptance for one hundred twenty (120) days after the proposal due date.

12. Non-Negotiability Of The Agreement

The terms and conditions of the Agreement (Section 16 of the RFP Package Documents), as attached, are non-negotiable. Any potential proposer that would be unable to execute the Agreement, as attached, should not submit a proposal. This includes, but is not limited to, the insurance requirements (Article 6 of the Agreement).

13. Modification/Withdrawal Of A Proposal

Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to CRRA's office, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Lynn Martin, at any time prior to the proposal due date.

14. Proposal Contents

Proposals shall be submitted on forms provided by CRRA as part of the RFP Package Documents, all of which forms must be completed with the appropriate information required and all blanks on such forms filled in.

A proposal must consist of the following and must be in the following order:

- (a) Title page of the proposal (not the title page of the RFP), including the title of the project, the name of the proposer and the date the proposal is submitted;
- (b) Cover letter, signed by a person authorized to commit the proposer to the contractual arrangements with CRRA, which includes the following:
 - (1) The name of the proposer;
 - (2) The legal structure of the proposer (e.g., corporation, joint venture, etc.) and the state/commonwealth in which the proposer is organized; and
 - (3) A clear statement indicating that the attached proposal constitutes a firm and binding offer by the proposer to CRRA considering the terms and conditions outlined in the RFP and noting any technical exceptions taken thereto; and
 - (4) The proposer's promise, if any, to set aside a portion of the contract for legitimate minority business enterprises (see Section 16.2(c) of this Instructions To Proposers);
- (c) Table of Contents of the proposal (not the Table of Contents of the RFP);
- (d) The Proposal Form (Section 4 of the RFP Package Documents), with:

- (1) Addenda, if any, listed in the appropriate place (Page 3);
 - (2) The name and address of the contact for Notices listed in the appropriate place (Page 6); and
 - (3) The completed agreement section (Page 7);
- (e) The completed Proposal Price And Payment Rate Schedule Form (Section 5 of the RFP Package Documents);
 - (f) The completed Business Information Form (Section 6 of the RFP Package Documents);
 - (g) The completed Business Disclosure Form (Section 7 of the RFP Package Documents);
 - (h) The completed Personnel Background And Experience Form (Section 8 of the RFP Package Documents);
 - (i) The completed References Form (Section 9 of the RFP Package Documents);
 - (j) The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety form (Section 10 of the RFP Package Documents), with the proposer's most recent EEO-1 data attached if the proposer wishes such data to be considered in the evaluation of its proposal;
 - (k) The completed Affidavit Of Third Party Fees (Section 11 of the RFP Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
 - (l) The completed Affidavit Concerning Nondiscrimination (Section 12 of the RFP Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
 - (m) The completed Background Questionnaire (Section 13 of the RFP Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
 - (n) A copy of the proposer's up-to-date certificate(s) of insurance showing all coverages required by Section 6.1 of the Agreement. [Please be advised that this is the area in which proposers seem to have the most difficulty. CRRA requires that the certificate(s) submitted show evidence of exactly the insurance requirements specified in the Agreement]; and
 - (o) As Appendix A to the proposal, a brief resume (i.e., no more than two pages) of each individual listed in the Personnel Background And Experience Form.

Proposers should not include in their proposals other portions of the RFP Package Documents (e.g., this Instructions To Proposers or the Agreement).

A proposer may include additional information as an addendum/appendix to its proposal if the proposer thinks that it will assist CRRA in evaluating the proposer's proposal. A proposer should not include information that is not directly related to the subject matter of this solicitation.

15. Proposal Opening

All proposals will be opened at CRRA's convenience on or after the proposal due date.

16. Proposal Evaluation

The award of the contract for the Services will be made, if at all, to the proposer whose evaluation by CRRA results in CRRA determining that such award to such proposer is in the best interests of CRRA. **However, the selection of a proposer and the award of such contract, while anticipated, are not guaranteed.**

CRRA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, contracting, or business practices. CRRA is committed to complying with the Americans with Disability Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

16.1 Evaluation Criteria

CRRA will base its evaluation of the proposals on the following criteria:

- (a) Payment rates;
- (b) Qualifications;
- (c) Demonstrated skill, ability and integrity of each proposer to perform the Services required by the Contract Documents;
- (d) Adequacy of insurance coverages as evidenced by a certificate or certificates of insurance showing, at a minimum, all coverages required by Section 6.1 of the Agreement (See Section 15(n) of this Instructions To Proposers); and
- (e) Any other factor or criterion that CRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

16.2 Affirmative Action Evaluation Criteria

Proposals will also be rated on the proposer's demonstrated commitment to affirmative action. Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies* require CRRA to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) The proposer's success in implementing an affirmative action plan (See Question 4 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 10 of the RFP Package Documents));
- (b) The proposer's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies*, inclusive (See Question 5 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 10 of the RFP Package Documents));
- (c) The proposer's promise to develop and implement a successful affirmative action plan (See Question 4B of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 10 of the RFP Package Documents));
- (d) The proposer's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area (See Section 14(j) of this Instructions To Proposers); and
- (e) The proposer's promise to set aside a portion of the contract for legitimate minority business enterprises (See Section 14(b)(4) of this Instructions To Proposers).

17. Interviews

To assist in the selection process, CRRA may decide to interview selected proposers. Such interviews, if they are conducted, will be held on Thursday, September 15, 2011.

18. Contract Award

If the contract is to be awarded, CRRA will issue to the successful proposer a Notice Of Award within one hundred twenty (120) days after the proposal due date.

CRRA reserves the right to correct inaccurate awards resulting from CRRA's clerical errors. This may include, in extreme circumstances, revoking a Notice Of Award already made to a proposer and subsequently awarding the Notice of Award to another proposer. Such action by CRRA shall not constitute a breach of the RFP Package Documents by CRRA since the Notice Of Award to the initial proposer is deemed to be void *ab initio* and of no effect as if no Agreement ever existed between CRRA and the initial proposer.

19. Requests For Services

Following the execution of the Agreement and the satisfaction of all other conditions by the successful proposer and if additional services as described in Section 2 of **Exhibit A** of

the Agreement (the “Additional Services”) are required during the term of the Agreement, CRRA will issue Request(s) For Additional Services (a “Request”) to the successful proposer for the specific Additional Services to be performed. In such a case, the successful proposer may be required to provide a detailed scope of services and estimates of the costs and time to perform such Additional Services. If CRRA chooses to have such proposer perform such Additional Services, such proposer will, at CRRA’s sole and absolute discretion, execute a Request in the form outlined in **Exhibit B** to the Agreement.

20. Contractor’s Certification Concerning Gifts

Pursuant to *Connecticut General Statutes* Section 4-252, the apparently successful proposer must submit a document certifying that it has not given any gifts to certain individuals between the date CRRA started planning the RFP and the date the Agreement is executed. If the apparently successful proposer does not execute the Certification, such proposer will be disqualified for the Agreement. The dates between which the proposer may not give gifts and the identities of those to whom it may not give gifts are specified in the attachment to the Notice Of Award included in the RFP Package Documents (see Attachment A to Section 15 of the RFP Package Documents).

21. Affidavit Concerning Consulting Fees

Pursuant to *Connecticut General Statutes* Section 4a-81, the apparently successful proposer(s) must submit an affidavit stating that, except as specified in the affidavit, it has not entered into any contract with a consultant in connection with the RFP whereby any duties of the consultant pursuant to the contract require the consultant to pursue communications concerning the business of CRRA, whether or not direct contact with CRRA was expected or made. The affidavit is attached to the Notice Of Award included in the RFP Package Documents (see Attachment B to Section 15 of the RFP Package Documents).

22. Proposer’s Qualifications

CRRA may make any investigation deemed necessary to determine the ability of any proposer to perform the Services required. Each proposer shall furnish CRRA with all such information as may be required for this purpose.

23. Proposal Preparation And Other Costs

Each proposer shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its proposal, or incurred in connection with any interviews and negotiations with CRRA, and CRRA shall have no responsibility or liability whatsoever for any such costs and expenses.

**REQUEST FOR PROPOSALS
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**SECTION 3
NOTICE OF INTEREST FORM**



NOTICE OF INTEREST FORM

Individuals and firms that have an interest in the Connecticut Resources Recovery Authority ("CRRA") solicitation listed below are encouraged to submit this Notice Of Interest Form to CRRA as early as they can. Forms should be submitted no later than the date specified below. Request For Bids/Proposals/Qualifications documents and other information released by CRRA related to the solicitation will be directly provided to those firms that have submitted this Form to CRRA by the Form Due Date.

Solicitation:	INSURANCE CONSULTING AND BROKER SERVICES
RFB/P/Q Number:	12-FA-001
Form Due Time/Date:	2:00 p.m., Friday, August 12, 2011

Provide the following information about the individual/firm and the contact person for the firm.

Name of Individual/Firm:	
Name of Contact Person:	
Title of Contact Person:	
Mailing Address 1:	
Mailing Address 2:	
City, State, Zip Code	
Telephone Number:	
Fax Number:	
E-Mail Address:	

Submit this form to the CRRA contact listed below via e-mail, fax or correspondence as listed below.

CRRA Contact:	Lynn Martin
E-Mail Address:	<u>lmartin@crra.org</u>
Fax Number:	(860) 757-7740
Correspondence Address:	Connecticut Resources Recovery Authority 100 Constitution Plaza, 6th Floor Hartford, CT 06103

**REQUEST FOR PROPOSALS
FOR
INSURANCE CONSULTING AND BROKER SERVICES**

**SECTION 4
PROPOSAL FORM**



PROPOSAL FORM

PROJECT: General

RFP NUMBER: 12-FA-001

CONTRACT FOR: Insurance Consulting And Broker Services

PROPOSALS SUBMITTED TO: Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

1. DEFINITIONS

Unless otherwise defined herein, all terms that are not defined and used in this Proposal Form (a "Proposal") shall have the same respective meanings assigned to such terms in the Contract Documents.

2. TERMS AND CONDITIONS

The undersigned (the "Proposer") accepts and agrees to all terms and conditions of the Request For Proposals, Instructions To Proposers, the Agreement and any Addenda to any such documents. This Proposal shall remain open and subject to acceptance for one hundred twenty (120) days after the proposal due date.

If CRRA issues a Notice Of Award to Proposer, Proposer shall within ten (10) days after the date thereof:

- (a) Execute and deliver to CRRA the two attached counterparts of the non-negotiable Agreement;
- (b) Execute and deliver to CRRA the Contractor's Certification Concerning Gifts;
- (c) Execute and deliver to CRRA the Affidavit Concerning Consulting Fees;
- (d) Deliver to CRRA the requisite certificates of insurance;

- (e) Execute and deliver to CRRA all other Contract Documents attached to the Notice Of Award along with any other documents required by the Contract Documents; and
- (f) Satisfy all other conditions of the Notice Of Award.

3. PROPOSER'S OBLIGATIONS

Proposer proposes and agrees, if this Proposal is accepted by CRRA and CRRA issues a Notice Of Award to Proposer, to the following:

- (a) To perform, furnish and complete all the Services as specified or indicated in the Contract Documents and Agreement for the applicable prices, rates and/or costs set forth in this Proposal and in accordance with the terms and conditions of the Contract Documents and Agreement; and
- (b) At the request of CRRA and if the successful Proposer qualifies, to apply with the State of Connecticut Department of Administrative Services, and do all that is necessary to make itself qualify, as a Small Contractor and/or Minority/Women/Disabled Person Business Enterprise in accordance with Section 4a-60g of the *Connecticut General Statutes*.

4. PROPOSER'S REPRESENTATIONS CONCERNING NON-NEGOTIABILITY OF THE AGREEMENT

In submitting this Proposal, Proposer acknowledges and agrees that the terms and conditions of the Agreement (including all Exhibits thereto), as included in the RFP Package Documents, are non-negotiable, and Proposer is willing to and shall, if CRRA accepts its Proposal for the Services and issues a Notice Of Award to Proposer, execute such Agreement. However, CRRA reserves the right to negotiate with Proposer over Proposer's rates for the Services submitted on its Proposal Price And Payment Rate Schedule Form.

5. PROPOSER'S REPRESENTATIONS CONCERNING EXAMINATION OF CONTRACT DOCUMENTS

In submitting this Proposal, Proposer represents that:

- (a) Proposer has thoroughly examined and carefully studied the RFP Package Documents and the following Addenda, receipt of which is hereby acknowledged (list Addenda by Addendum number and date):

Addendum Number	Date Issued

- (b) Without exception the Proposal is premised upon performing, furnishing and completing the Services required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown, indicated or expressly required by the Contract Documents;
- (c) Proposer is fully informed and is satisfied as to all Laws and Regulations that may affect cost, progress, performance, furnishing and/or completion of the Services;
- (d) Proposer has studied and carefully correlated Proposer's knowledge and observations with the Contract Documents and such other related data;
- (e) Proposer has given CRRA written notice of all conflicts, errors, ambiguities and discrepancies that Proposer has discovered in the Contract Documents and the written resolutions thereof by CRRA are acceptable to Proposer;
- (f) If Proposer has failed to promptly notify CRRA of all conflicts, errors, ambiguities and discrepancies that Proposer has discovered in the Contract Documents, such failure shall be deemed by both Proposer and CRRA to be a waiver to assert these issues and claims in the future;
- (g) Proposer is aware of the general nature of work to be performed by CRRA and others that relates to the Services for which this Proposal is submitted; and
- (h) The Contract Documents are generally sufficient to indicate and convey understanding by Proposer of all terms and conditions for performing, furnishing and completing the Services for which this Proposal is submitted.

6. PROPOSER'S REPRESENTATIONS CONCERNING INFORMATION MADE AVAILABLE

In submitting this Proposal, Proposer acknowledges and agrees that Proposer shall not use any information made available to it or obtained in any examination made by it in connection with this RFP in any manner as a basis or grounds for a claim or demand of any nature against CRRA arising from or by reason of any variance which may exist between information offered or so obtained and the actual materials, conditions, or structures encountered during performance of any of the Services.

7. PROPOSER'S REPRESENTATIONS CONCERNING STATE OF CONNECTICUT TAXES

In submitting this Proposal, Proposer acknowledges and agrees that CRRA is exempt from all State of Connecticut taxes and assessments, including sales and use taxes. Accordingly, Proposer shall not charge CRRA any State of Connecticut taxes or assessments at any time in connection with Proposer's performance of this Agreement, nor shall Proposer include any State of Connecticut taxes or assessments in any rates, costs, prices or other charges to CRRA hereunder. Proposer represents and warrants that no State of Connecticut taxes or assessments were included in any rates, costs, prices or other charges presented to CRRA in any Proposal or other submittal to CRRA in connection with this RFP.

8. PROPOSER'S REPRESENTATIONS CONCERNING DISCLOSURE OF INFORMATION

In submitting this Proposal, Proposer:

- (a) Recognizes and agrees that CRRA is subject to the Freedom of Information provisions of the *Connecticut General Statutes* and, as such, any information contained in or submitted with or in connection with Proposer's Proposal is subject to disclosure if required by law or otherwise; and
- (b) Expressly waives any claim(s) that Proposer or any of its successors and/or assigns has or may have against CRRA or any of its directors, officers, employees or authorized agents as a result of any such disclosure.

9. PROPOSER'S REPRESENTATIONS CONCERNING NON-COLLUSION

By submission of this Proposal, the Proposer, together with any affiliates or related persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, to the best of its knowledge and belief:

- (a) The prices in the Proposal have been arrived at as the result of an independent business judgment without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, as to any matter relating to such prices and any other person or company;
- (b) Unless otherwise required by law, the prices that have been quoted in this Proposal have not, directly or indirectly, been knowingly disclosed by the Proposer prior to "opening" to any other person or company;
- (c) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit, or not to submit, a Proposal for the purpose of restricting competition;
- (d) Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; and

- (e) Proposer has not sought by collusion to obtain for itself any advantage for the Services over any other Proposer for the Services or over CRRA.

10. PROPOSER'S REPRESENTATIONS CONCERNING RFP FORMS

By submission of this Proposal, the Proposer, together with any affiliates or related business entities or persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, all of the forms included in the RFP Package Documents that are submitted to CRRA as part of its Proposal are identical in form and content to the preprinted forms in the RFP Package Documents except that information requested by the forms has been inserted in the spaces on the forms provided for the insertion of such requested information.

11. PROPOSER'S WAIVER OF DAMAGES

Proposer and all its affiliates and subsidiaries understand that by submitting a Proposal, Proposer is acting at its and their own risk and Proposer does for itself and all its affiliates, subsidiaries, successors and assigns hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting from:

- (a) Any action or inaction on the part of CRRA or any of its directors, officers, employees or authorized agents concerning the evaluation, selection, non-selection and/or rejection of any or all Proposals by CRRA or any of its directors, officers, employees or authorized agents;
- (b) Any agreement entered into for the Services (or any part thereof) described in the Contract Documents; and/or
- (c) Any award or non-award of a contract for the Services (or any part thereof) pursuant to the Contract Documents.

12. PROPOSER'S REPRESENTATION REGARDING THE CONNECTICUT CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreement or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to CRRA's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Section 14 [SEEC Form 11] of the Contract Documents.

13. ATTACHMENTS

The following documents are attached hereto and made a part of this Proposal:

- (a) The completed Proposal Price And Payment Rate Schedule Form;

- (b) The completed Business Information Form;
- (c) The completed Disclosure Form;
- (d) The completed Personnel Background And Experience Form;
- (e) The completed References Form;
- (f) The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
- (g) The completed Affidavit Of Third Party Fees that has been completely filled out by the Proposer and signed before a Notary Public or Commissioner of the Superior Court;
- (h) The Affidavit Concerning Nondiscrimination that has been completely filled out by the Proposer and signed before a Notary Public or Commissioner of the Superior Court;
- (i) The completed Background Questionnaire that has been completely filled out by the Proposer and signed before a Notary Public or Commissioner of the Superior Court;
- (j) A copy of the Proposer's up-to-date certificate of insurance showing all coverages required by Article 6 of the Agreement; and
- (k) A brief resume (i.e., no more than two pages) for each individual listed in the Personnel Background And Experience Form.

14. NOTICES

Communications concerning this Proposal should be addressed to Proposer at the address set forth below.

Proposer Name:	
Proposer Contact:	
Title:	
Address 1:	
Address 2:	
City, State, Zip Code	
Telephone Number:	
Fax Number:	
E-Mail Address:	

15. ADDITIONAL REPRESENTATION

Proposer hereby represents that the undersigned is duly authorized to submit this Proposal on behalf of Proposer.

AGREED TO AND SUBMITTED ON _____, 20 11

Name of Proposer (Firm):	
Signature of Proposer Representative:	
Name (Typed/Printed):	
Title (Typed/Printed):	

**REQUEST FOR PROPOSALS
FOR
INSURANCE CONSULTING AND BROKER SERVICES**

**SECTION 5
PROPOSAL PRICE
AND
PAYMENT RATE SCHEDULE FORM**



PROPOSAL PRICE AND PAYMENT RATE SCHEDULE FORM
--

Name of Proposer:	
Name of RFP	Insurance Consulting And Broker Services

Each Proposer must submit the information requested on the forms on this and the following pages.

CRRA expects to execute a fixed fee contract for the Services outlined in Section 1 of the Scope Of Services (**Exhibit A** of the Agreement). CRRA anticipates that, in addition to the Services specified in Section 1 of **Exhibit A** of the Agreement, it may require the Additional Services specified in Section 2 of **Exhibit A** of the Agreement. If CRRA, at its sole and absolute discretion, determines that it does require the Additional Services specified in Section 2 of **Exhibit A** of the Agreement, it will issue a Request For Additional Services in the form specified in **Exhibit B** of the Agreement for such Additional Services.

1. Fixed Fee Services

In the form below, indicate the amount proposed as annual compensation to perform, furnish and complete all of the Services specified in Section 1 of **Exhibit A** of the Agreement. Proposer shall not accept any additional compensation for the Services specified in Section 1 of **Exhibit A** of the Agreement whether in the form of contingent commissions, management service agreement commissions or any other form of placement commissions given to the Proposer directly or to a third party by or at Proposer's request.

Period	Proposed Fixed Fee Annual Compensation (In numbers)
January 1, 2012 through December 31, 2012	\$
January 1, 2013 through December 31, 2013	\$
January 1, 2014 through December 31, 2014	\$

Proposer affirms that the total proposal price above represents the entire cost to complete the Services specified in Section 1 of **Exhibit A** of the Agreement in accordance with the Contract Documents, and that no claim will be made on account of any increase in wage scales, material prices, delivery delays, taxes, insurance, cost indexes or any other rates affecting this Project, and that each and every such claim is hereby expressly waived by Proposer.

Name of Proposer (Firm):	
Signature of Proposer Representative:	
Name (Type/Print):	
Title:	
Date:	

2. Additional Services

Services provided as a result of a Request For Services shall be reimbursed on a time and materials basis. CRRA makes no commitment that the Services specified in Section 2 of **Exhibit A** of the Agreement or any other services provided pursuant to a Request For Services will be undertaken. In any event, these services will be separate from those services covered by the annual Fixed Fees.

2.1 Personnel Billing Rates

On Page 3 of this Form, Proposer must list the staff level, title and hourly billing rates for each staff level of personnel in its firm who will be assigned to work with CRRA on the Project.

2.2 Ancillary Service Rates

On Page 4 of this Form, Proposer must provide the rates at which ancillary services are billed, including, but not limited to:

- Word processing;
- Copying;
- Travel in firm-owned vehicle (per mile);
- Computer time;
- Any other services (excluding phones) for which the bidder routinely bills.

**REQUEST FOR PROPOSALS
FOR
INSURANCE CONSULTING AND BROKER SERVICES**

**SECTION 6
BUSINESS INFORMATION FORM**



BUSINESS INFORMATION FORM

Bidder/Proposer/Statement of Qualifications Submitter (hereinafter collectively referred to as "Consultant") must provide the information requested in the following sections/tables.

1. CONSULTANT INFORMATION

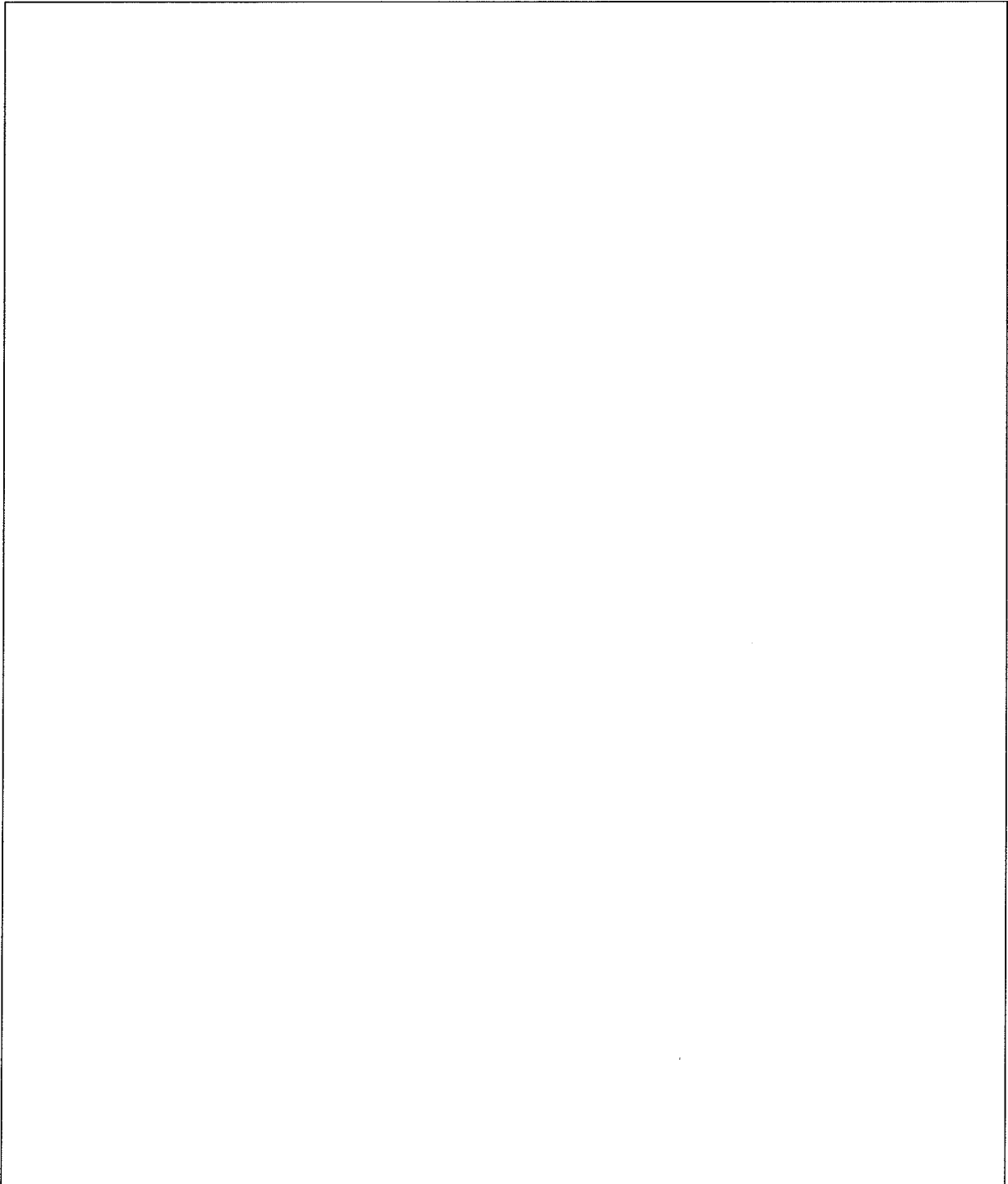
Name of Entity:					
Central Office/ Headquarters Address:	Address 1:				
	Address 2:				
	City, State, Zip Code:				
Servicing Office Address (if different than Central Office/ Headquarters Address):	Address 1:				
	Address 2:				
	City, State, Zip Code:				
Name of Parent Company (if any):					
Entity's Legal Structure:		<input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Public Entity <input type="checkbox"/> Other (Please Specify) _____			
State in Which Entity is Legally Organized:					
Year Entity Started:		Number of Professional Employees:		Number of Offices:	
Location(s) of Offices (City and State)		# of Employees	Location(s) of Offices (City and State)		# of Employees
1.			5.		
2.			6.		
3.			7.		
4.			8.		

Brief History of the Entity:	
Overview of Entity's Principal Lines of Work:	

2. BACKGROUND AND EXPERIENCE

- (a) In the space below, describe the entity's knowledge, capability and experience providing services similar to the services addressed in this RFP, both the Fixed Annual Fee Services specified in Section 1 of **Exhibit A** to the Agreement and the Additional Services specified in Section 2 of **Exhibit A** of the Agreement.

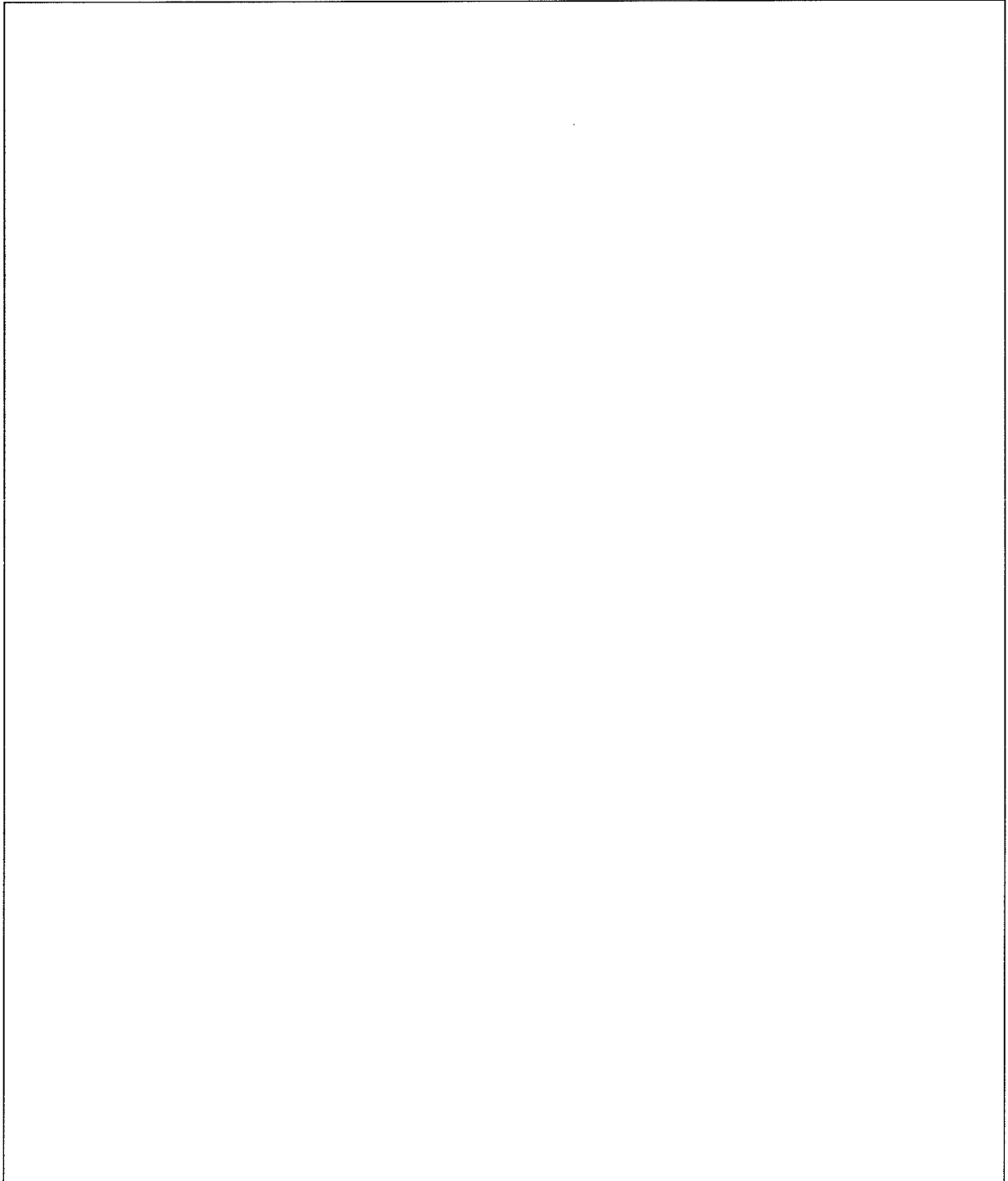
(b) In the space below, describe the entity's experience with municipalities, state agencies and organizations similar to CRRA.



- (c) In the space below, describe the servicing office's experience with municipalities, state agencies and organizations similar to CRRA.

A large, empty rectangular box with a thin black border, intended for the respondent to describe the servicing office's experience with municipalities, state agencies, and organizations similar to CRRA.

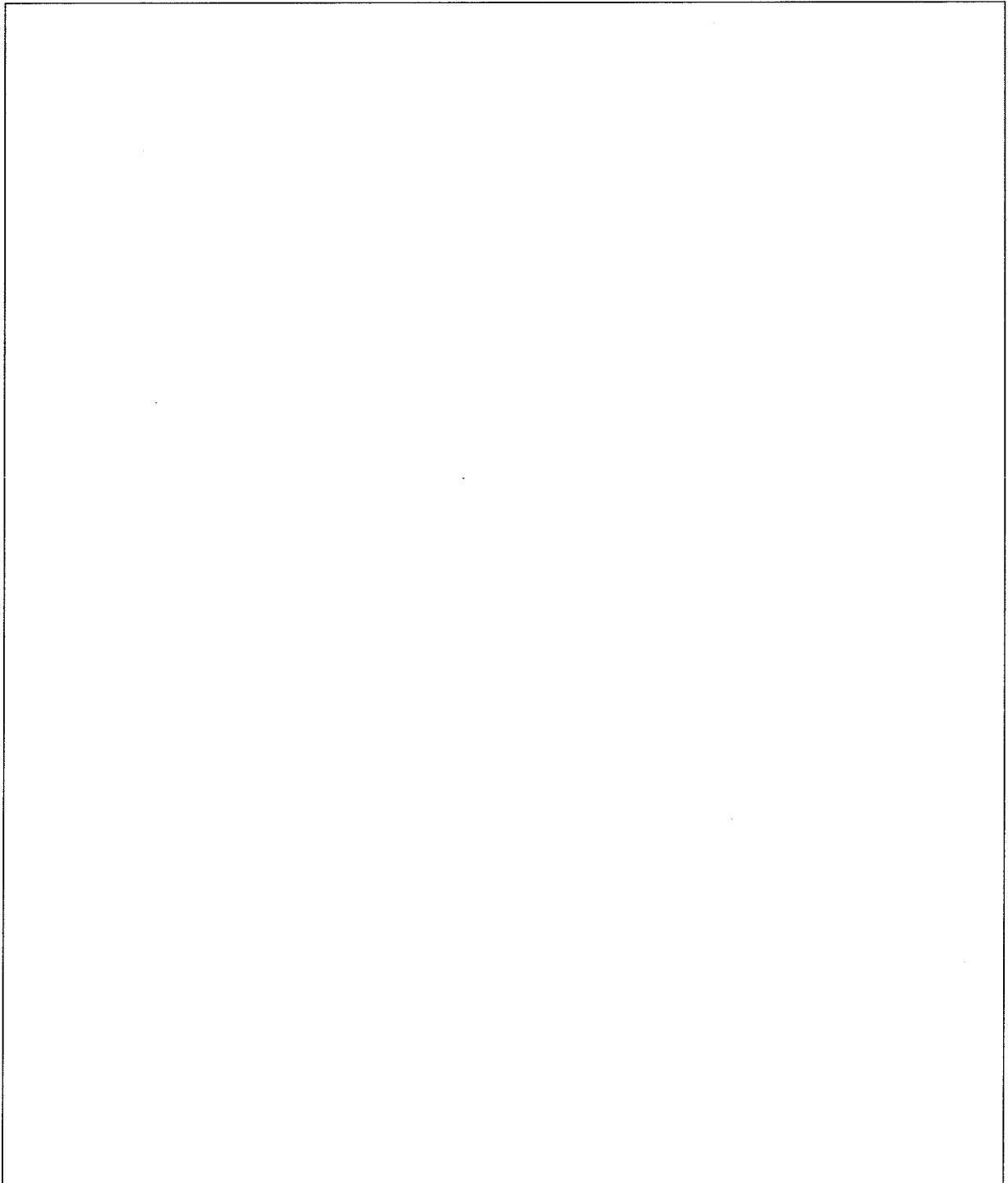
(d) In the space below, describe the entity's insurance marketing expertise.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the entity's insurance marketing expertise.

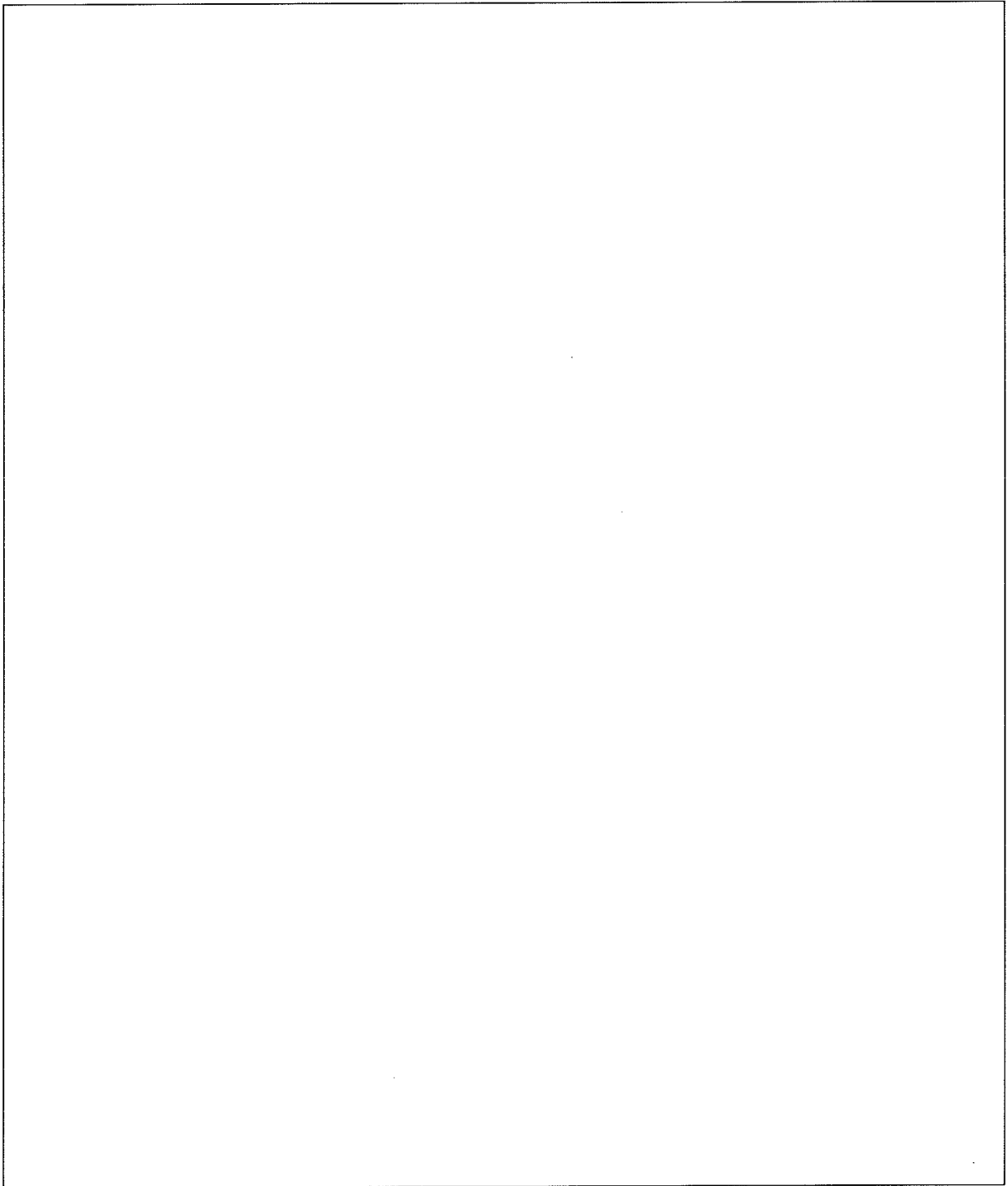
(e) In the space below, describe the servicing office's insurance marketing expertise.

A large, empty rectangular box with a thin black border, intended for the user to describe the servicing office's insurance marketing expertise. The box is currently blank.

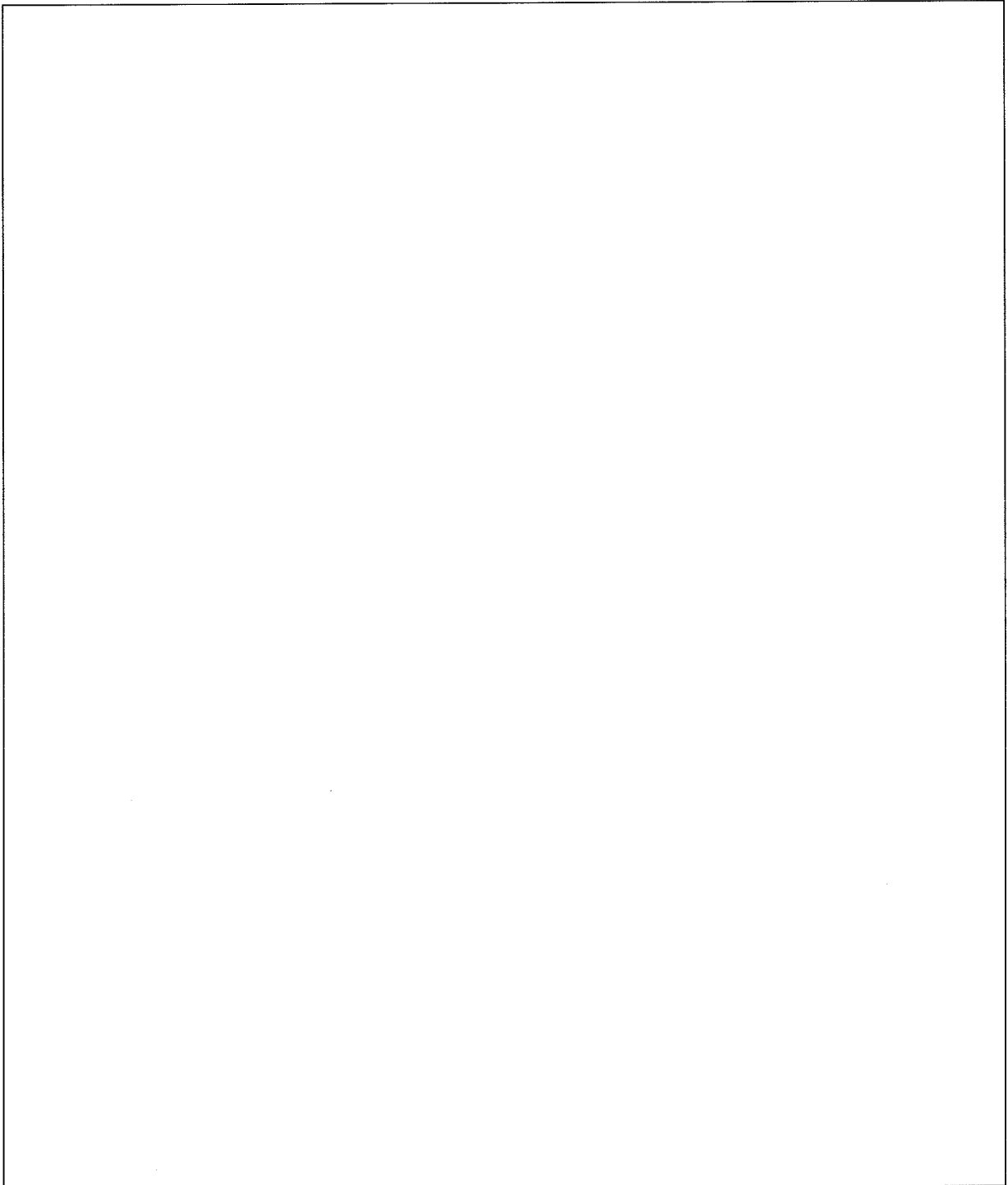
- (f) In the space below, describe the entity's experience with clients in the field of resources recovery and/or recycling, if any.



- (g) In the space below, describe the servicing office's experience with clients in the field of resources recovery and/or recycling, if any.

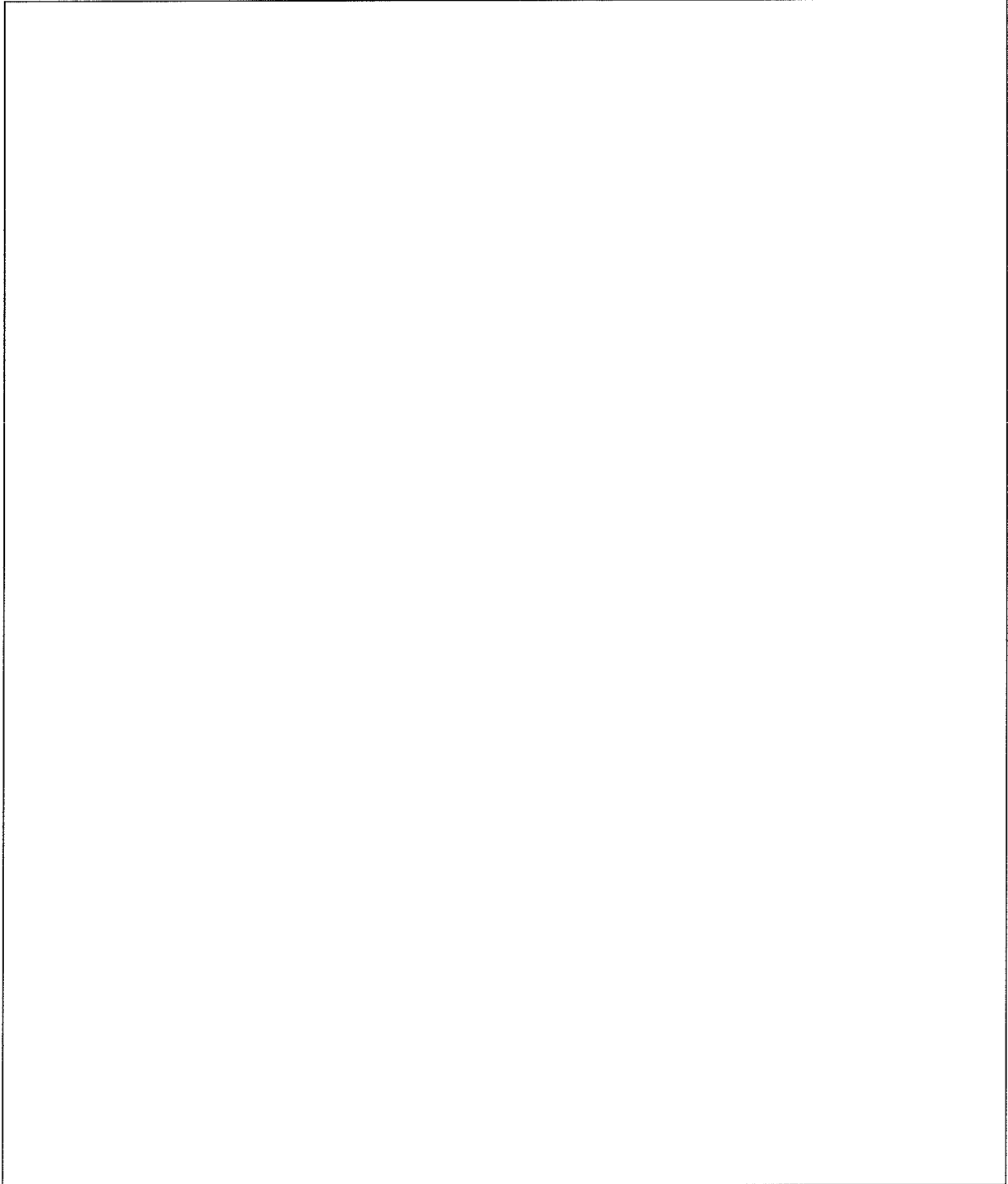
A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the servicing office's experience with clients in the field of resources recovery and/or recycling.

(h) In the space below, describe the entity's access to excess or surplus lines markets.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the entity's access to excess or surplus lines markets.

- (i) In the space below, describe the entity's ability to provide loss control (property and life/safety) and claims management services. Indicate the offices/personnel that would provide these services. Such personnel must be listed in Personnel Background And Experience Form (Section 8 of the RFP Package Documents).

- (j) In the space below, describe the entity's ability to provide actuarial and risk management consulting services. Indicate the offices/personnel that would provide these services. Such personnel must be listed in the Personnel Background And Experience Form (Section 8 of the RFP Package Documents).



- (k) In the space below, indicate whether or not the entity provides materials to clients on a periodic basis that discuss items such as, but not limited to, loss control, market trends and specific lines of insurance. If the entity provides such materials, provide samples in Appendix B to the proposal.

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- (l) In the space below, indicate the premium volume of the servicing office and the premium volume of the servicing office's three largest accounts.

	Premium Volume
Servicing Office Total	\$
Servicing Office Three Largest Accounts	\$

**REQUEST FOR PROPOSALS
FOR
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**SECTION 7
BUSINESS DISCLOSURE FORM**

CONFLICT OF INTEREST MEASURES

In the table below, discuss any measures that the proposer either has in place or would take to identify, disclose and resolve any possible conflicts of interest.

[Attach Additional Pages If Necessary]

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BUSINESS WITH MAJOR CRRA CONTRACTORS

In the table below, disclose any insurance consulting and/or broker services that the proposer has provided to any of the following major CRRA contractors. Place a check in the box for any such contractor for which the proposer has provided the services. If the proposer has provided any such services, provide a summary description of the services provided.

Having provided insurance consulting and/or broker services to one or more of the contractors listed below does not disqualify a proposer from consideration under this RFP.

[Attach Additional Pages If Necessary]

Entity	Summary Description of Services Provided
<input type="checkbox"/> Covanta	
<input type="checkbox"/> Copes Rubbish Service	
<input type="checkbox"/> CWPM, LLC	
<input type="checkbox"/> The Metropolitan District	
<input type="checkbox"/> NAES Corporation	
<input type="checkbox"/> Wheelabrator (Waste Management)	