

## Plum Borough School District

### REQUEST FOR INSURANCE BROKERAGE SERVICES

The School District is soliciting proposals for insurance brokerage services from providers with experience with School Districts. Insurance coverage will be effective as of July 1, 2014. Selected broker will become broker of record for a three (3) year term, with an option for 2 additional years, and will market the insurance coverage to insurance carriers on an annual basis. Insurance coverage for this request includes:

1. Package – Property, Commercial General Liability, Crime, Inland Marine
2. Automobile
3. School Board Liability
4. Umbrella Liability
5. Boiler and Machinery
6. Workers' Compensation Insurance
7. Student Accident Coverage  
(All quotes to be stated separately)

#### Broker proposals should include:

- Their company's history and related experience with Pennsylvania School Districts.
- Their company's personnel and qualifications; and, identification of those persons who will be responsible for handling/servicing our account.
- Resume of person responsible for overall Plum Borough School District's Service. Experience with PA School Districts.
- List of School District clients.
- Evidence of Errors and Omissions coverage.
- Three (3) References of School District clients with contact information.
- Qualifications of PA State Certified Safety Professional on staff. (required)
- Plum requires a Risk Assessment with periodic updates. Provide examples of reports from other school districts.
- Any additional broker services to be provided.
- Plum Borough School District requires that the successful vendor attend all school district's safety committee meeting in person held at the district's facilities.
- Attend committee or public board meetings or meeting with the District's staff as requested.

If you have any questions or comments, please contact Mr. Eugene J. Marraccini, Director of Business Affairs, 900 Elicker Road, Plum Borough, PA 15239 with any questions via email at [marraccinie@pbsd.k12.pa.us](mailto:marraccinie@pbsd.k12.pa.us) or by telephone at 412-798-6356.

Sealed RFP's must be received no later than 1:00 PM, October 15, 2013 at the office of contact Mr. Eugene J. Marraccini, Director of Business Affairs, 900 Elicker Road, Plum Borough, PA 15239. **Mark sealed envelope "RFP – Insurance Brokerage Services".**