



**Johnson County Commission**

**Troy A. Matthews**  
Presiding Commissioner

**John L. Marr**  
Commissioner, Eastern District

**Charles Kavanaugh**  
Commissioner, Western District

**Diane Thompson**  
County Clerk

---

Johnson County Courthouse, 300 N Holden, Warrensburg, MO 64093  
(660) 747-6161 - Fax 747-9332 - [www.jococourthouse.com](http://www.jococourthouse.com)

**SOLICITATION TITLE: Insurance Broker of Record (Property and Liability)**

**SOLICITATION TYPE:**

- ( ) = Full / Formal Bid for Products *or* Materials *ONLY*.
- ( ) = Full / Formal Bid for Products *and* Services.
- ( ) = Full / Formal Bid for *Services ONLY*.
- ( ) = Full / Formal Request for Proposals.
- (✓) = Full / Formal Request for Qualifications.

**SCHEDULE & DEADLINES:**

<b>DATE OF ISSUANCE</b>	August 29, 2023
<b>QUESTIONS AND CLARIFICATIONS DEADLINE</b>	1:30 p.m. (CDST) on Monday, September 18, 2023
<b>RFQ SUBMISSION DEADLINE</b>	<b>1:30 p.m. (CDST) on Tuesday, October 3, 2023</b>
<b>COUNTY CONTACT PERSON</b>	Jennifer Powers, Chief Deputy Clerk
<b>COUNTY CONTACT INFORMATION</b>	(660) 747-6161 <a href="mailto:jpowers@jococourthouse.com">jpowers@jococourthouse.com</a>

---

**PAGE TABLE OF CONTENTS**

- 1 Cover Sheet, Solicitation Title & Type, Deadlines, and Table of Contents
- 2 RFQ Title, Submission Locations, Vendor Information, Introduction & Basic Processing Information
- 3-4 Instructions and General Conditions
- 5-7 Specifications / Qualification Submittal Requirements
- 7 Final Compliance Checklist

Request for Qualifications  
(RFQ) Title / Name:

**Insurance Broker of Record (Property and Liability)**

PLEASE MARK YOUR ENVELOPE OR PACKAGE  
**"SEALED RFQ – INSURANCE"**  
RETURN ONE (1) ORIGINAL, FOUR (4) HARD COPIES, AND ONE (1)  
ELECTRONIC COPY.

RFQ Submission

Location / Mail Address: Johnson County – County Clerk  
Attn: Diane Thompson, County Clerk  
300 North Holden Street, Suite 201  
Warrensburg, Missouri 64093  
Phone: (660) 747-6161

RFQ Opening

Location / Address: Johnson County Courthouse - Commission Chambers  
300 N. Holden Street  
Warrensburg, Missouri 64093

The undersigned certifies their authority to bind this vendor in an agreement to supply the products, or services, in accordance with all terms, conditions, and pricing specified herein.

**Submitter is REQUIRED** to complete, sign and return this form with their submittal to our solicitation as well as **initial all pages**. By initialing each page, you are acknowledging having thoroughly read and agreeing to each item on the page, any page not initialed will be considered non-responsive and may be disqualified. \*An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Person (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
City / County / State / Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
\*E-mail (MUST be legible.)

\_\_\_\_\_  
Entity Type (Corporation, LLC, Sole Proprietor,  
Partnership)

**INTRODUCTION & BASIC PROCESSING INFORMATION:**

All formal invitations for procurement are handled by the Johnson County Clerk.  
Sealed submittals cannot be emailed and must either be delivered by hand, courier, or U.S.P.S.  
Read ALL solicitation documents closely. Note any/all special dates and submit your response as soon as possible. See Item 1.15 for the process to submit questions.

## 1. INSTRUCTIONS AND GENERAL CONDITIONS

- 1.1. Sealed & Marked: Responses must be submitted in a sealed envelope or box with the outside marked as indicated on page 2 with a return name & address. No fax or electronic transmitted responses will be accepted.
- 1.2. Submittal: Sealed responses may be submitted to the Johnson County Clerk until the RFQ submission deadline and time indicated herein, subject to Instructions and General Conditions and any special conditions. Sealed Responses must be delivered before "RFQ Submission Deadline" as listed on page 1, to the Johnson County Clerk as listed on page 2. It is the Submitter's responsibility to ensure responses are delivered in a timely fashion to the Clerk's Office. Courier or hand delivery is recommended.
- 1.3. Late Packages: The County will not accept any response received after the RFQ submission deadline time. Late arrivals are considered "NON-RESPONSIVE" and will not be opened or returned.
- 1.4. Opening: Submittals will be opened publicly at "Opening Date/Time" and read aloud. All responses will be considered public information as soon as they are opened and become a part of the public record to be released to any person or firm who formally requests a copy.
- 1.5. Award/Timeline: Recommendation for award will be made formally by the Johnson County Commission as soon as possible. Updates may be sent via email should the award process become delayed.
- 1.6. Withdrawals: Responses may be withdrawn on written request from the Submitter at the address shown prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Johnson County Commission.
- 1.7. Submitter Expenses: This County is not responsible for any expenses which Submitters may incur in estimating, inspecting, or preparing information to respond to this solicitation.
- 1.8. Presentations/Inspections: The County reserves the right to conduct personal interviews of or require presentations, inspections, from any/all Submitters prior to selection. The County will not be liable for ANY costs incurred by the Submitter in connection with such interviews, presentations, or inspections.
- 1.9. Term: All Responses submitted shall be binding and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing/Costs submitted with a response must be honored for that set timeframe. Submitted pricing, once opened, cannot be changed for any reason. Any such changes will disqualify that response.
- 1.10. RFQ Rejection: The Johnson County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.
- 1.11. Multiple Awards: Responses may be awarded to one company or multiple companies, when such award is deemed in the best interest of the County.
- 1.12. Payment Terms: Standard payment terms are *Net 30* after receipt of an invoice. The County cannot, and will not, agree to any other payment terms. Once products, or services, are received and accepted, Johnson County will process payment in full. Invoices need to be issued and mailed to the requesting department - not to the Clerk. Requests for credit applications and deposits are not necessary and will – in most cases – not be processed or accepted.
- 1.13. Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in the response being disqualified.
- 1.14. Results: RFQ results are posted on the County website at: <https://jococourthouse.com/bids.html> Please do not call for results. An email address, not a website, MUST be provided in order to receive award results. Final award results are by email only and will be emailed to all Submitters.
- 1.15. Questions: All questions regarding this solicitation must be submitted to Jennifer Powers via email by the time indicated on page 1. Any/all solicitation questions that result in modifications will be combined into one written Addendum with answers and explanations to cover any/all new issues.

- 1.16. Addendum: If it becomes necessary to revise any part of this solicitation due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new/necessary modifications. Addenda are valid only if in writing and issued by the Johnson County Clerk's Office. Any necessary Addendum will be emailed as close as possible to the day following the question submission deadline to all parties part of the original Direct RFQ email or made email contact during the open question timeframe. Any necessary Addendum will be posted on the Johnson County website with the original solicitation. When an Addendum is necessary, Submitters are required to formally respond. Follow the instructions as indicated in the Addendum.
- 1.17. Response Content: In order to enable direct comparison of competing responses, Submitters must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Submitter's Response being disqualified as non-responsive. All responses must be submitted using the forms provided herein. Every question should be answered. If not applicable, the section should contain "N/A."
- 1.18. Award of Contract: Any award agreement shall take effect upon the approval by the Johnson County Commission. Multiple awards may be made on the basis of a primary, secondary, and tertiary vendor. The primary vendor shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary vendor, then tertiary vendor. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this solicitation will be considered "Non-Exclusive". The County reserves the right to obtain service, or product(s), from other vendors when it is in the best interest of the County.
- 1.19. Agreement: The entire contents of response documents submitted by the successful Submitter to this request shall include all documents and will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Submitter shall initial all pages where the document denotes "Submitter's Initials: \_\_\_\_" at the bottom of each page after completing said page. Any responses not complying with this condition may be considered non-responsive. The Awarded Submitter(s), of this request, will follow up with a written agreement draft, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties working in harmony with this signed response.
- 1.20. Advice of Award: The County's Responses, Tabulations, and Award information may be viewed on our website at <https://jococourthouse.com/bids.html> If a Vendor wants a copy of the RFQ tabulation they must include a direct email address, not website, in order to receive results.
- 1.21. Response Clarification: The County reserves the right to request additional written or oral information from Submitters in order to obtain clarification of responses.
- 1.22. Rejection or Correction of Responses: Minor irregularities or informalities in any response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with RFQ conditions, may be waived at the County's discretion whenever it is determined to be in the best interest of Johnson County, Missouri.
- 1.23. Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost.
- 1.24. Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 1.25. Sunshine Law: All responses to this request will be considered public information as soon as they are opened and become a part of public record subject to disclosure to any person or firm that requests it. Requests for copies of responses, must be made through the Johnson County Clerk's Office ((660) 747-6161) by submitting a Public Service Request Form (PSR). Charges for time spent as well as a cost per page apply and may be collected prior to the making of copies.

## 2. SPECIFICATIONS

The Johnson County Commission is requesting qualifications (RFQ) from Brokers to provide professional Insurance Brokerage (Agent of Record) Services for Johnson County, Missouri in various commercial insurance markets including but not limited to property, casualty, liability, and auto insurance benefits for Johnson County, as well as other required areas not specifically listed here. The Company will be a qualified Broker in the public entity market and will serve as Broker of Record for the specified policies. It is the intention of the Commission to appoint an Agent of Record and to enter into a term for an initial one (1) year period with the option of renewing the relationship for up to five (5) additional one (1) year terms. Johnson County is NOT requesting insurance quotations at this time and expressly prohibits prospective brokers from quoting/approaching carriers at this time. Below is current information:

- A. The current Broker of Record for Property and Liability Insurance for Johnson County is AssuredPartners, Warrensburg, Missouri.
- B. Currently there is not a Third-Party Administrator (TPA).
- C. Current annual fees or commissions as well as premium amounts are not deemed applicable, and or, necessary to complete a "Request For Qualifications" response.
- D. Current carrier is Travelers Insurance Companies.

**Please check (✓) the appropriate box to indicate compliance** with the specifications. The County will always look for 100% COMPLIANCE. These "SPECIFICATIONS" are critical to all County solicitations. If after reviewing each of the following items a potential participant is not able to comply with ALL requirements, reconsider whether to submit a response to the solicitation. All "D" check (✓) marks will be considered toward disqualification. Check every item. Any blank item in this section will be considered non-responsive and may disqualify.

**C = Comply with item. (In some cases, this will serve as a simple acknowledgement.)**

**D = Do not / cannot comply with item.**

- | C                        | D                        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 2.1 Broker must be a licensed Missouri insurance producer, with a minimum of five (5) years of experience representing medium to large sized groups and must have access to various competitive insurance markets. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.2 Professionally registered in the State of Missouri. Authorized to conduct business in the State of Missouri.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.3 Familiar with Johnson County, Missouri. (Possess local knowledge.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.4 Possess an understanding of Johnson County's needs in specialized areas and provide input to management as to areas of modification or improvement.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.5 Provide safety / loss control services and documentation as requested.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.6 Perform other services customarily expected of a broker for the duration of the agreement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.7 Act as the liaison and advocate for the Johnson County Commission with underwriters and claims staff.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.8 Provide all carrier quotations received from carrier underwriters with detailed recommendations to the Johnson County Commission of which proposal would best meet the County's needs.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.9 Verify the accuracy and adequacy of policies, endorsements, coverage, and premiums, noting in writing any variations from the previous year, or from conformance with specifications.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.10 Assist in determining proper limits and coverage for exposures specific to Johnson County.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.11 Assess insurance company stability, solvency and service records.   |

- 2.12 Deliver insurance policies or binders during term of coverage
- 2.13 Accurately amend policies, as needed.
- 2.14 Upon request, provide timely, verbal or written interpretation of coverage.
- 2.15 Provide policy maintenance and issue binders and certificates when required.
- 2.16 Assist the Johnson County Commission in developing insurable values for all real and personal property
- 2.17 Brokers' recommendations to purchase insurance shall be made in writing and shall be sufficiently detailed to explain alternatives and support the recommended decision.
- 2.18 Broker shall provide full disclosure of fees, commissions, and income to be derived from services to Johnson County. Such disclosure shall also include payment terms and expectations of Broker.
- 2.19 Brokers are encouraged to suggest alternative methods of compensation and billing that will result in cost savings for Johnson County, particularly if they also maintain or improve broker services.
- 2.20 The Brokerage shall purchase and maintain in full force, at its own expense, such insurance as will protect them from claims which may arise out of or result from the Broker/Consultant's execution of the work, whether such execution be by an individual, employee, agent, subcontractor or by anyone whose acts any of them may be liable.

### 3. QUALIFICATION SUBMITTAL REQUIREMENTS

The Broker must submit their statement of qualifications in strict accordance with the following format and presentation of materials utilizing the exact section headings and item numbers. Brokers must submit ALL information to be considered a responsive; qualifications may be rejected if required documentation is not included or completed at the discretion of the County. Qualifications should be prepared in strict accordance with requirements set forth, as follows:

#### A. Cover Sheet

1. Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the agency, including: the agency's legal name, type of entity, and Federal Tax ID #.
2. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.

#### B. Cover letter of interest

#### C. Broker information

1. Name, Address, Phone Number, Web Address
2. Brokerage – Year Established and Ownership Structure
3. Name, Address, Phone Number and Email Address of Project Manager assigned to this project
4. Name, Address, Phone Number and Email Address of person preparing and submitting the qualifications

#### D. Resumes and availability of key personnel and internal support staff – both clerical and professional to be assigned to this project. Include years with Broker, education, licensing, and years of experience for each. This includes in person interaction between the County's staff and the service team of the proposing Broker - daily service issues and claim advocacy needs.

**E. Broker Qualifications:**

1. Description of broker's professional and technical capabilities and qualifications directly related to this project
2. Stability of broker of requested services
3. Existing capacity and capability to serve the County's needs in a timely manner
4. Examples of similar projects undertaken by the qualified broker

**F. Proposed scope of services in compliance with that requested including but not limited to the process for incident/accident reporting and adding/deleting property from the insured list.**

**G. References: Provide a minimum of three (3) references that substantiate the broker's experience in providing the types of service requested in this RFQ. Each reference listed must include the name of the contact person, entity/organization and contact information (telephone, email). Please contact the reference and provide advance notification to them. References attempted but not provided will result in a "0" for that reference.**

**H. Request for Qualifications completed with all requested information including pages initialed.**

**I. Any Addendum Issued including pages initialed.**

**4. FINAL COMPLIANCE CHECKLIST**

By using the below table as a checklist you will help to ensure that your proposal is fully compliant before you seal it for submission. Your full proposal response needs to comply with **all** of the below listed requirements or it may **not** be included for consideration. **Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which could cause your response to be disqualified.** Please email or call Jennifer Powers ([jpowers@jococourthouse.com](mailto:jpowers@jococourthouse.com) 660-747-6161) with any questions pertaining to these requirements or any other written instructions.

(✓) = Acknowledge intent to comply with or to have included the following items:

Item #	FINAL COMPLIANCE CHECKLIST	(✓)
4.1	The County will not accept any late submittals. Late packages will not be opened or returned.	
4.2	No fax or electronic transmitted submittals will be accepted.	
4.3	Remember to sign the mandatory submittal sheet. Missing signatures WILL disqualify.	
4.4	Un-readable responses, including an unreadable email address, WILL disqualify.	
4.5	ALL pages of the RFQ document must be initialed by hand, not typed, on the bottom of each page. Incomplete responses may result in disqualification.	
ITEMS TO BE INCLUDED IN RFQ SUBMITTAL PACKET		
4.6	Broker Qualifications, Original RFQ response, any issued addendum. Please indicate original.	
4.7	Four (4) Copies of Broker Qualifications, RFQ response and any issued addendum (one sided copies only). Please indicate copy.	
4.8	One (1) Electronic Copy of the RFQ response.	
4.9	W-9 Form: Include a current/signed W-9 form with your company information. Johnson County Accounts Payable Department cannot process payment(s) without a current W-9. The name and address on your W-9 will be used as the formal name/address on any subsequent post-award Agreement.	