

*The Alabama Community College Conference*

**Athletic Insurance Coverage**

**Request for Proposal**

**ISSUED ON:**

**May 10, 2013**

Requested by:

*Alabama Community College Conference  
Dean Myrick, Commissioner  
Post Office Box 302130  
Montgomery, Alabama 36130-2130*

# Request for Proposal

## Alabama Community College Conference

### **INTRODUCTION**

This Request for Proposal (RFP) is not an offer to contract but seeks the submission of proposals from interested professional service providers that may form the basis for negotiation of a professional service contract or contracts as the need for athletic insurance coverage. All costs incurred by the proposer in preparation of a response, quotation or proposal shall be borne by the proposer. No contract shall be construed to exist or formed unless all necessary parties sign a written contract.

***The Alabama Community College Conference reserves the right to reject any or all proposals and to solicit additional proposals if that is determined to be in the best interest of the conference.***

### **BACKGROUND**

The Alabama Community College Conference currently serves 18 community colleges that compete in the NJCAA. The conference currently participates in 10 sports with the following number of teams: Baseball (17), Softball (16), Men's Basketball (15), Women's Basketball (13), Golf (3), Soccer (1), Men's Tennis (3), Women's Tennis (3), Volleyball (8) and Cheer/Dance (7). Approximately 1,600 athletes participated in athletic programs from the conference schools in 2012. All 18 colleges are also members of the Alabama Community College System. The Alabama Community College System is composed of 21 community colleges, four technical colleges, Marion Military Institute, the Alabama Technology Network, and the Department. The System encompasses the colleges' main campuses, branch campuses and off-campus sites.

The System serves approximately 300,000 individuals each year through a variety of Associate and Career Technical Degrees, programs and courses; dual enrollment and early college initiatives; continuing education and community service programs; adult education and GED programs and services; prison education and LifeTech programs; and workforce development and training initiatives.

## **REQUEST FOR PROPOSAL**

The Alabama Community College Conference is seeking a qualified insurance carrier to provide insurance for athletics to each College for a period of up to three years. The purpose of this Request for Proposals (RFP) is to evaluate potential insurance providers and services offered.

The Alabama Community College Conference is seeking a qualified Insurance Carrier that will accomplish the following during the term of the engagement:

- 1) Provide comprehensive self-funding insurance coverage plan, including both basic coverage and catastrophic insurance. Insurance is considered secondary when athletics have primary insurance. Insurance coverage becomes primary if an athlete does not have primary insurance. Currently we estimate 85% of our athletes have primary insurance.
- 2) Provide a system that will reduce medical cost and premiums.
- 3) Provide premiums rate with and without deductibles.
- 4) Provide a premium option that differentiates athletes that have primary insurance vs. no insurance coverage. Provide cost for insurance coverage per athlete for all athletes that do not have primary insurance.

## **PROPOSAL SUBMISSION AND WITHDRAWAL**

The Alabama Community College Conference will receive proposals at the following address:

Alabama Community College Conference  
Dean Myrick, Commissioner  
PO Box 302130  
Montgomery, Alabama 36104

Questions concerning the RFP will be received in writing (including email) until 5:00 PM CST, May 27, 2013, and must be directed to:

Alabama Community College Conference  
Dean Myrick, Commissioner  
P. O. Box 302130  
Montgomery, Alabama 36130-2130

(office): 334-293-4546  
(cell): 336-317-3599  
Email: [dean.myrick@dpe.edu](mailto:dean.myrick@dpe.edu)

All questions and responses will be provided to all proposers requesting information.

To facilitate processing please mark the outside of the envelope as follows: RFP Athletic Insurance Coverage. The envelope shall also include the proposer's return address.

Proposers shall submit One (1) original and two (2) copies of the proposal in a sealed, opaque envelope marked as noted above. A proposer may submit the proposal by personal delivery or by mail.

**THE CONFERENCE MUST RECEIVE ALL PROPOSALS BY 2:00 P.M. on June 3, 2013.**

A proposal received after the established deadline will be returned unopened to the proposer.

Proposers may withdraw their proposals by notifying the Conference in writing at any time prior to the deadline for proposal submittal. After the deadline, proposals once opened, become a public record and will not be returned to the proposers.

**Content of Response to Request for Proposals**

1. Prepare a detail list of all currently serving as athletic insurance providers.
2. Provide name of reference the conference can contact from a representative sample of the listing providing in #1, include a minimum of 5.
3. Identify the key individuals from your firm who you anticipate will work directly on this engagement. Please include individual resume, their primary location, and their expected role on this engagement.
4. Indicate if your firm is under any investigation or has been notified of an investigation by any federal or state regulatory agency. Since January 1, 2009, if your firm has been involved in any material litigation, administrative proceedings or investigation of any regulatory agency rules, provide an explanation and the current status.
5. Provide fee schedule that explains compensation requested.
6. Provide all agreements or contracts that will be signed prior to delivery of the services must be included with the response for review by staff. Documents not submitted with the response may not be considered at a later date.

**SELECTION OF ATHLETIC INSURANCE PROVIDER**

Upon review and evaluation of all proposals, the Commissioner at the Alabama Community College conference may select the Athletic Insurance provider to be determined to best meet the needs of the conference. *The Commissioner may reject all proposals received in response to his RFP and solicit additional proposals. The*

*Commissioner may request proposer or proposers to conduct a presentation and provide answers to any questions.*

### **PROFESSIONAL SERVICES CONTRACT**

The professional service provider or providers selected to provide the services specified in this RFP must enter into a written contractual agreement with the Conference. The terms and conditions of such an agreement will be subject to review and approval by legal counsel for the conference.

### **STANDARD FORM CONTRACTS**

Should a professional service provider desire to utilize a standard form contract or include terms and conditions in the contract for the services to be provided, it should include the standard form contract or terms and conditions with its proposal. If any term or condition or part of the standard form contract is non-negotiable, such term or condition should be clearly identified. Non-negotiable terms or conditions determined to be unsatisfactory to Conference may result in the disqualification of the professional service provider submitting the proposal.