

## **Tule River Indian Tribe of California Seeks Proposals From Insurance Broker/s**

The Tule River Tribal Council is soliciting proposals from Insurance Broker/s to provide insurance coverage on the following: General Liability, Property, Crime, Commercial Auto, Excess Liability, Aviation, Difference in Condition and Workers Compensation.

Proposals must be received no later than August 16, 2016. Notification of awards will be made by August 19, 2016. Indian owned firms are especially invited to respond to this Request for Proposals. The Tule River Indian Tribe of California shall exercise its Tribal Sovereignty and shall retain the right to reject any and all proposals as deemed necessary.

All documents must be received by the Tule River Tribal Administration Office on or before 5:00 PM on August 16, 2016. Postmarks not accepted. (Late submittals will not be considered.)

Proposal should address the following items:

Perform General services as requested, including identifying issues and exposures negotiating on the behalf of the Tule River Tribe with insurance carriers; keeping Tule River informed of the significant developments affecting its insurance coverage The Respondent selected as the broker of record shall be authorized to represent and assist the Tule River Tribe in discussions and transactions with all insurance carriers, provided that the broker shall not place any insurance on behalf of Tule River Tribe unless so authorized in writing.

Review Policies and endorsements for accuracy and conformity to specifications and negotiated coverage's.

Providing coverage summaries to Tule River Tribe for all new coverage's and updates. Processing or facilitating the processing of certificates of insurance, as requested by Tule River Tribal Council.

The Broker shall forward Tule River Tribe's claims to the insurance carrier while monitoring the claim status and assist in obtaining timely resolutions of the submitted claim.

Broker must attend regular, special, emergency meetings as the Tule River Tribe deems necessary. Provides regular Risk management services to the Tule River Tribe and it staff.

The proposals submitted by the respondent must meet or exceed the professional, administrative and financial qualifications set forth in this section and shall incorporate the information requested.

Respondents are encouraged to be clear, factual, and concise in their presentation of information.

**The initial Term of the insurance policies to be procured by the Broker will begin October 1, 2016 and last for (3) three years; current polices expire on September 30, 2016.**

### **Content of Proposal Response**

All documents must be received by the Tule River Tribal Administration Office on or before 5:00 PM on August 16, 2016. Postmarks will not be accepted. Late submittals will not be accepted.

1. Letter of Transmittal  
Company Name, address, telephone number, Fax number, email address and contact person.
2. Qualifications

Experience of Firm  
Key personnel, including partners, sub-partners

3. Legislative Compliance  
Inclusion of suspension and debarment
4. Fee Proposal
5. Incomplete proposals shall be considered non-responsive.

a. All correspondences or inquiries should be directed to:

ATTN: Corina Harris, Procurement Director  
Tule River Indian Tribe of California  
340 N Reservation Road, Porterville, CA 93257  
Direct (559) 781-4271 extension 1042 Facsimile (559) 781-4610  
Email: [corina.harris@tulerivertribe-nsn.gov](mailto:corina.harris@tulerivertribe-nsn.gov)

b. This request does not constitute an offer of employment or to contract for services.

c. Subsequent to issuance of this RFP, the Tule River Tribe (through issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective respondents or as otherwise deemed necessary or appropriate by (and sole judgment of) the Tule River Tribal Council.

d. The Tribe reserves the right to retain all proposals submitted for consideration.

e. Proposals should conform to the following: All pages are to be numbered and shall include a table of contents. Experience of References may be included as additional exhibits or attachments.

Neither the Tule River Tribal Council, nor their respective staffs, consultants nor advisors (including but not limited to the insurance committee) shall be liable for any claims or damages resulting from the solicitation or preparation of the proposal, nor will there be any reimbursement to respondents for the cost of preparing and submitting a proposal or for participating in this procurement process.

**Responsiveness/Experience Requirements:**

Proposal content and completeness will be important criteria in the evaluation process. In order to streamline the evaluation process and insure that all proposals are evaluated on an equal basis, it is required that proposals adhere to the standard format outlined below for presentation:

Letter of Transmittal: The respondent must provide a letter of transmittal signed by the individual who is authorized to commit the firm to the scope of services contained in this RFP and the Firms corresponding proposal.

Letter must incorporate the following:

Acknowledgement of the receipt of this RFP stating that it is understood that all conditions contained in this RFP may be incorporated into any resulting contract.

Provide a narrative statement of the respondents understanding of Tule River Tribal Council's needs and goals.

A statement that guarantees that the proposal is valid for 90 days from the date of receipt by the

Tule River Tribal Council.

Statement of acknowledgement that all information contained in the proposal is factual and accurate.

Statement that respondent is in compliance with all applicable affirmative action regulations.

Experience of the Firm: Respondent must demonstrate the experience and qualifications of the Firm. Respondent must provide the following:

Brief History of the firm; highlight the benefits the firm believes it can contribute to the Tule River Tribe.

Explanation of fields of expertise and any other information the respondent deems pertinent which demonstrates an ability to perform the requested services.

Experience working with Indian Tribes with knowledge of work in Indian Country.

Key Personnel Experience: Must demonstrate the experience and qualifications of the firm and its professionals who will be performing work for TRTC. Respondent shall provide the following:

Resumes of the professional who will be assigned and committed to the Tule River Tribe, identifying each professions' status in the firm, i.e., partner, associate, etc., and his or her applicable experience.

A list of all immediate relatives of Principal(s) of respondent who are Tule River Tribal employees elected officials of Tribal Council. For Purposes' of the above, "immediate relative" means a spouse, parent, step-parent, brother, sister, child, step-child, direct line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

Other information respondent deems pertinent which demonstrates an ability to perform the requested services.

The Tule River Tribal Council shall require the supplier/s to sign on the certification regarding debarment, suspension, and other responsibility matters primary covered transaction (form #PP10-02). View attachment.

Fee Proposal:

Identify the proposed fee for the provision of the services described in Content of proposal response. A one-time financing fee annual fee (if any) must be included by the respondent.

Submission of proposal:

Respondents must submit an original and three (3) copies of their proposal to designated contact person. To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, signed and acknowledged by the respondent.

Evaluation

The Tribes objective in soliciting proposal is to enable it to select a firm or organization that will provide high

quality and cost effective services to Tule River Tribe. The Tule River Tribal Council will consider proposals only from firms that, in the Tribes judgment, have demonstrated the capability and willingness to provide high quality services to the members of the Tule River Tribe.

- A. Size, resources (safety, loss control, risk management) and reputation in the field.
- B. Service Team Experience;
- C. Special expertise in providing insurance brokerage services to Tribal entities;
- D. Ability and availability to accommodate the professional needs of Tule River.
- E. Access to insurance providers, online website capabilities;
- F. Responsiveness to the request for Proposal;
- G. Other Factors determined to be in the best interest of the Tule River Tribe.

**TULE RIVER TRIBAL COUNCIL  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

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Name of Firm Submitting Bid

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Signature and Title of Authorized Official

Date

I am unable to certify to the above statements. Attached is my explanation.

Prime or Subcontractor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Submit to: Tule River Tribal Council, PO Box 589, Porterville, CA 93258