



Request for Qualifications

This form shall be firmly attached to the outside of the sealed envelope containing the qualifications or inside of the Sealed Bid, with all required information included.

PROJECT: KUB Insurance Carrier Qualification

CONTROL NUMBER: 1302

QUALIFICATIONS DUE DATE: August 20, 2018 at 11:00am (eastern)

PART 1 - PROPOSER INFORMATION. PROPOSER SHALL COMPLETE THIS COVER SHEET AND AFFIX IT TO THE OUTSIDE OF PROPOSER'S SEALED QUALIFICATIONS ENVELOPE. IF DELIVERING VIA EMAIL, A COMPLETED COPY OF THIS COVER SHEET SHALL BE ATTACHED TO THE EMAIL AS A PDF.

PROPOSER'S COMPANY NAME: _____

ADDRESS: _____

CITY / STATE: _____

CONTACT NAME _____

CONTACT PHONE _____

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Items To Be Submitted With The Proposal

Proposal Cover Sheet	1 page
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Reference Page

Response to items in section 6.

1. Qualifications Description -

Overview of KUB – KUB is a governmental agency existing under the laws of Tennessee and an independent agency of the City of Knoxville. KUB provides electricity, gas, water, and wastewater services to more than 400,000 customers in Knoxville and parts of seven surrounding counties. The KUB electric system is one of the nation’s most dependable, providing uninterruptible service 99.98% of the time.

KUB is soliciting qualified insurance carriers to provide insurance policies for various lines of coverage to be listed below. Interested insurance carriers are to respond to this Request for Qualifications in order to qualify to receive detailed underwriting information and/or applications from our consultant/broker, Willis Towers Watson. Responding insurance carriers can be qualified for a period of up to three years.

2. RFQ Proposed Timeline:

RFQ Issue Date	July 23, 2018
Cutoff for Questions	August 10, 2018
Answers to Questions	August 14, 2018
RFQ Close Date – qualifications received	August 20, 2018
Qualifications Announced	August 31, 2018

3. RFQ Submission Requirements – Proposer must meet the following requirements:

- a. Read RFQ in its entirety. Submit a complete and detailed qualifications, including: **Qualifications Cover Sheet, Reference Page; and Detailed qualifications**

Submit your qualifications by one of two methods:

- i. Method #1 (Hard Copy Delivery, via mail or hand delivery): Submit three (3) copies of the qualifications and mark one copy as “Original.” Place all documents in a sealed envelope and deliver to Procurement Department ****Bid Room****, KUB, 4505 Middlebrook Pike, Knoxville, TN 37921 by 11:00AM on August 20, 2018. The Qualifications Cover Sheet shall be firmly attached to the outside of the envelope containing the qualifications, with all required information included.
- ii. Method #2 (Electronic Delivery): Email your qualifications, with all required information included, by August 20, 2018, to Bids@kub.com and alan.white@willistowerswatson.com. All information shall be in a PDF file format. The completed Qualifications Cover Sheet shall also be attached to the email as a PDF.

4. RFQ Instructions

4.1 Time and Date for Submitting Qualifications: Each Proposer shall respond to this RFQ on or before the time and date indicated on the Request for

Qualifications cover sheet. At that time only, the names of the Proposers responding to this RFQ will be read aloud. Qualifications will not be made available for public inspection until the RFQ process is completed. The Qualifications shall be delivered in one of three ways. In person to the physical location listed; by mail to the mailing address listed; or via email as described above.

Physical Location

Knoxville Utilities Board -OR-
Procurement Department
4505 Middlebrook Pike
Knoxville, TN 37921-5599

Mailing Address

Knoxville Utilities Board
Procurement Department **Bid Room**
4505 Middlebrook Pike
Knoxville, TN 37921

Each sealed envelope containing Qualifications must have the Qualifications Cover Sheet securely attached thereto. If forwarded by mail or package delivery service, the sealed envelope containing the Qualifications must be enclosed in another envelope clearly marked on the outside with the notation "KUB Insurance Carrier Qualification" and addressed to the Procurement Department **Bid Room**, Knoxville Utilities Board, 4505 Middlebrook Pike, Knoxville, Tennessee 37921. If sent via email, the email shall include a .pdf attachment that includes the Qualifications Cover Sheet and the responses to the Request for Qualifications. KUB reserves the right to reject any or all qualifications submitted and to evaluate any qualifications, which in its sole opinion, offers the most acceptable service to KUB.

4.2 Ex Parte Communication: Qualifications submitted will be reviewed and rated by an evaluation team. During the evaluation process, KUB reserves the right, where it may serve KUB's best interest, to request additional information or clarifications from Proposers, or to allow corrections of errors or omissions. At the discretion of KUB, Proposers submitting qualifications may be requested to make oral presentations as part of the evaluation process. KUB reserves the right to communicate with the Proposers, individually or collectively, formally or informally. KUB does not permit contact concerning this RFQ with any KUB personnel other than as identified in the RFQ until the selection process has been completed. All exchanges of information concerning this RFQ must be in writing, or with e-mail as the preferred method of communication. Failure to honor this requirement will be viewed negatively in the selection process and may result in the disqualification of the Proposer. Any questions or requests for clarification will be responded to in writing or by email with a copy of the response being sent to each proposer on record.

4.3 Documents: All qualifications become the property of KUB and a qualifications response may not be withdrawn for a period of 90 days after the date of receipt. After the selection of qualified insurers, the qualifications is subject to Tennessee's Public Records law as codified in Tenn. Code Ann. §§10-7-101 et. seq. In the event KUB selects a Proposer and if during the initial ninety (90) day period after award KUB determines that said Proposer is unable to perform the

work, KUB reserves the right to terminate that relationship and award a selection to the next best Proposer(s) without being required to re-advertise the RFQ.

4.4 Discrepancies, Errors and Omissions: Any discrepancies, errors, omissions, or ambiguities in this RFQ or the requirements/guidelines or addenda (if any) stated herein should be reported to KUB. At KUB's option, a written addendum may be issued and the addendum will be incorporated in the RFQ and will become part of the Contract Documents. KUB will **not** be responsible for or bound by any oral instructions, clarifications or other communications and no such oral communication may be relied on by any Proposer.

5. EVALUATION PROCEDURES

5.1 Evaluation Team:

An evaluation team consisting of KUB representatives and Consultant, Willis Towers Watson, will review each Proposer's qualifications.

5.2 Evaluation Criteria:

Qualifications will be evaluated on the criterion specifically detailed in section 6.

5.3 Final Selections:

The selection of qualified insurers will be determined on the basis of which qualifications is in the best interest of KUB based on the factors described in the qualifications evaluation criteria of this RFQ. KUB reserves the right to reject any or all qualifications, to waive technicalities or informalities and to accept any qualifications determined to be in the best interest of KUB. KUB will not be responsible for misinterpretations that are caused by failure of a Proposer to follow the RFQ format or to give proper and specific references when citing referenced material. The selection criteria are described in the RFQ. KUB reserves the right, in its discretion and without incurring any liability to any Proposer, to modify or terminate this RFQ at any time prior to the execution of a definitive agreement, and to accept or reject any qualifications for any reason.

5.4 Right to Reject Qualifications:

KUB reserves the right without prejudice to reject any or all qualifications and exceptions.

6. EVALUATION CRITERIA AND QUALIFICATIONS

The qualifications shall be evaluated based on the content of the responses for the line items listed below:

1. Are you an insurance carrier authorized to write coverage in the State of Tennessee?
2. Please confirm and describe your interest and experience related to insuring utilities and/or governmental entities.
3. Do you allow self-administration of claims by KUB for Excess Liability (including auto liability) and as a Qualified Self Insured for Workers' Compensation?
4. Do you agree to recognize Willis Towers Watson, KUB's insurance and brokerage consultant, as retail Broker of Record for all lines of coverage procured? Willis Towers Watson will not accept any commissions from selected insurers with regard to any placements to which this RFQ is subject.
5. Lines of Coverage Available. Note all that apply.
 - a. Property
 - b. Excess Liability (w/ SIR)
 - c. Auto Liability & Physical Damage (Executive Units)
 - d. Site Environmental Liability
 - e. Excess Workers Compensation
 - f. Directors & Officers Liability (Public Officials)
 - g. Fiduciary Liability
 - h. Employment Practices Liability
 - i. Crime
6. AM Best Rating
7. Do you have the ability to direct bill KUB for any insurance premiums and receive payment directly from KUB of any applicable premiums?
8. Please describe additional services that may be available to KUB?
9. Do you have the ability and interest in providing a Renewal & Rate Agreement as part of any proposal for coverage that you might offer?
10. Do you have any current or past experience in providing insurance protection for KUB?