

RFP Requirements

Agent/Broker Qualifications:

1. Broker/Agent must have at least 5 years' experience in providing services to public entity clients in Georgia.
2. Broker/Agent must provide three client references in Georgia (Municipality or County), who are able to comment on your firm's relevant experience.
3. Broker/Agent must provide evidence of State of Georgia insurance license.
4. Broker/Agent must provide comprehensive insurance placement services, including but not limited to providing confirmation of coverage, reviewing and delivering policies and endorsements, providing timely invoicing, issuing certificates and evidences of coverage, reviewing audits, filing claims, and monitoring insurer solvency.
5. Broker/Agent must disclose all fees and/or commissions related to services provided to the County.
6. Broker/Agent must provide evidence of insurance satisfactory to the County with the following minimum limits. County must be listed as an additional insured for general liability.
 - General Liability - \$1,000,000 per occurrence
 - Auto Liability - \$1,000,000 per occurrence
 - Workers' Compensation – Statutory Limits
 - Professional Liability - \$2,000,000

Insurance Carrier Requirements:

1. Carrier must insure minimum of 5 Georgia county or municipal clients.
2. Carrier must have a minimum AM Best Rating of A, VIII or better, or be an authorized interlocal risk management agency in good standing with the Office of Insurance and Safety Fire Commissioner of Georgia.
3. Carrier must have available claims and loss control staff with public entity experience in Georgia.
4. Carrier must provide complimentary human resources legal helpline.

Broker/Agent Service Requirements:

1. Broker/Agent must detail Risk Control Services provided and disclose costs.
2. Broker/Agent must provide a detailed plan for executing property appraisals every 5 years and provide cost estimate.
3. Broker/Agent must detail online claims reporting and policy management capabilities available to the County.