

March 10, 2011

**YWCA of Greater Los Angeles
Los Angeles Job Corps
1031 S. Hill Street
Los Angeles, CA 90015**

RFP: Insurance Services-Los Angeles Job Corps Center

Request for Proposals (RFP)

To Whom It May Concern:

We would like to offer you the opportunity to submit a proposal to provide insurance brokerage services for the YWCA Los Angeles Job Corps Center (LAJCC). There are four LAJCC locations (see below for list of locations). LAJCC is seeking the following coverages: liability, automobile, property, crime insurance, excess liability, D&O liability, and accident.

We are looking for a California licensed broker that can provide insurance and risk management at competitive rates. Who will do prompt, accurate and cost effective solicitation of coverages across all insurance lines. We are seeking a broker who specializes in the nonprofit and social service community with at least 25 years of experience in the industry. We are looking for a provider who maintains a client retention rate of at least 95% over a period of at least 10 years, which can be verified. In addition, we are looking for a provider who is located within 40 miles of the greater Los Angeles area, for local communication and service. Strongly prefer brokers who have knowledge of federal relationships and contracts.

The following is a list of services we are looking for in a provider:

- Conduct claims review meeting with our HR Department on a quarterly basis;
- Coordinate with State Fund claims examiners and staff on open claims
- Conduct renewal preparation activities;
- Conduct loss control assessment;
- Lead implementation of new and revised risk management programs ;
- Attend safety meetings as requested
- Conduct Worker's Comp education sessions for supervisory staff as needed;
- 24/7 online access to policies, certificates auto ID cards and endorsements;
- Certificates of Insurance to be provided within 24 hours
- An assigned Client Advisor to ensure insurance needs are met
- Ensure coverage is competitive and inclusive of any new coverage features available;

We will require the following for your proposal:

1. Provide status of your company type, size and years in business.
2. Outline how your company addresses Green Procurement according to any Government regulation that applies (City, County, State, and Federal). If Federal refer to the Federal Acquisition Regulation (FAR) (11.002, 11.303, 13.2, 23.2, 23.4, 52.223-1, 52.223-2, 52.223-15, and 52.223-16). For more FAR details, go to www.arnet.gov/far.
3. If Federal Government is involved, outline how your company addresses Buy American according to the FAR (FAR 25.1, 25.2, 25.501, 25.11, 25.504-1, 52.225-2, 52.225-3, 52.225-4, 52.225-9, 52.225-10, and 52.225-11). For more FAR details, go to www.arnet.gov/far.
4. The successful vendor shall procure and maintain the proper insurance from a carrier licensed to do business in the states specified in this RFP and have the ability to obtain insurance in any state that we conduct future business in. A certificate of insurance evidencing said coverage shall be supplied by the successful vendor upon request, naming our company and each location as an additional insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by us.
5. Vendors shall provide a profile of the company, such as: Ownership; Location of offices; Number of employees; Company background and history; Company qualifications as a superior service provider for this RFP; and Resumes for key staff to be responsible for contract performance.
6. Pricing shall remain firm for the term of the contract – one year.
7. In case of default by the winning vendor, we may procure the service (s) from other sources and hold the vendor responsible for any excess cost occasioned thereby.
8. Any submission not containing total costs will not be considered. No cost increases for the duration of the contract will be acceptable.
9. Awarded Vendor must perform full service support during normal business hours of 8 AM to 5 PM Monday through Friday within the pricing proposed.
10. All products must be shipped with the applicable MSDS.
11. Vendor must provide full time ongoing customer service support for any questions, challenges, and needs. This must be available to the customer at no additional cost. This includes a toll free number.
12. Payment will be made on items purchased with net 30-day terms.
13. Billing will occur separately for each location.
14. The vendor, if a contract is executed, affirms that he/she is familiar with the

conditions under which the work is to be performed.

15. Our corporate office and locations are as follows:

Corporate Office:

YWCA Greater Los Angeles
3345 Wilshire Blvd, Suite 300
Los Angeles, CA 90010

LAJCC locations:

- 1) 1106 S. Broadway, Los Angeles, CA 90015
- 2) 1215 Lodi Place, Los Angeles, CA 90038
- 3) 1031 S. Hill St., Los Angeles, CA 90015
- 4) 1049 S. Hill St., Los Angeles, CA 90015

Responses to this Request for Proposals (RFP) must be submitted and received no later than 5:00 PM (PST), March 25, 2011, to the attention of Telly Polanco, Contract Specialist, Los Angeles Job Corps Center.

All related questions, please email Polanco.Maristelly@jobcorps.org with your question.