

**KENTUCKY EDUCATIONAL DEVELOPMENT CORPORATION (KEDC)**

**904 ROSE ROAD**

**ASHLAND, KY 41102-7104**

**Bidding Department (606) 928-0205**

[www.kedc.org](http://www.kedc.org) or [www.kedc.coop.k12.ky.us](http://www.kedc.coop.k12.ky.us) or [www.kybuy.org](http://www.kybuy.org)

**REFERENCE:** RFP-IC-2004-04

**DEADLINE FOR PROPOSAL:** 3:00 p.m. Friday, April 16, 2004

**SERVICE REQUESTED:** Consultant Services – Insurance Consultant  
licensed by Commonwealth of Kentucky

**Request for Proposals – Insurance Consultant**

The Kentucky Educational Development Corporation (KEDC) is seeking competitive proposals from qualified individuals for insurance consultant services related to the preparation of Insurance Bid Specifications for member districts. The Insurance Bid Specifications will be issued by KEDC to facilitate an insurance bidding service on behalf of member districts.

**General Conditions**

**Time and Place**

Sealed proposals will be received until 3:00 P.M. (EST), April 16, 2004, in the Office of KEDC, 904 Rose Road, Ashland, KY 41102-7104.

**Form of Proposal**

All proposals shall be submitted in writing, typewritten, or in ink, and sealed. The licensed Insurance Consultant must sign the proposal. The outside of the envelope shall be clearly marked as a "SEALED PROPOSAL – INSURANCE CONSULTANT".

**AUTHENTICATION OF PROPOSAL AND STATEMENT OF NON-COLLUSION AND  
NON-CONFLICT OF INTEREST AND COMPLIANCE WITH THE KENTUCKY  
MODEL PROCUREMENT CODE:**

By my signature on the Proposal Certification, I hereby swear or affirm under penalty of false swearing as provided by KRS 523.040:

That I am an insurance consultant licensed by and in good standing with the Kentucky Department of Insurance;

That the costs quoted in the proposal are correct and have been arrived at independently and have been submitted without collusion and without agreement, understanding, or planned common course of action, with any vendor of insurance services or other such insurance provider as might be intended to limit independent bidding or competition;

That contents of the proposal have not been communicated by the consultant, or its employees or agents, to any person not an employee or agent of the consultant or its surety and will not

communicate to any such person prior to the official opening of the proposal;

That the consultant is legally entitled to enter into contracts with school districts or agencies of the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, gratuities and kickbacks including those prohibited by the provisions of the Model Procurement Code (KRS Chapter 45A);

That I understand the KEDC insurance bidding process is conducted consistent with KRS Chapter 45A, the Model Procurement Code and I certify that the contents of the proposal and the actions taken by the consultant in preparing and submitting the proposal are in compliance with KRS Chapter 45A, the Model Procurement Code and any other applicable Kentucky laws or regulations.

***CERTIFICATION CONCERNING DISBARMENT AND SUSPENSION:***

By my signature on the proposal certification form, I hereby certify that I as an insurance consultant nor any key employees have been proposed for debarment, debarred, or suspended by any Federal Agency or currently has any applicable license(s) suspended or revoked by the Kentucky Department of Insurance.

**Required Components of Proposal**

Each response, to the RFP must include and address the following items. Failure to comply with the requirements of the RFP will result in the response not being evaluated by KEDC board.

1. Relevant Experience
  - A. Provide a discussion of relevant insurance consulting experience in the area of public agency insurance.
  - B. List of Kentucky public school districts or other public agencies that you have served as an insurance consultant in the last two years.
  - C. Provide three (3) specific references of work experience as an insurance consultant. Include names, addresses, and telephone numbers.
  
2. Services to be provided under the direction of the KEDC Executive Director:
  - A. Assist with review and preparation of bid documents:
    - (1) District Information Packets
    - (2) Insurance Checklists
    - (3) Insurance Bid Invitations
    - (4) Correspondence to both member districts and insurance providers
  
  - B. As requested, contact insurance providers to generate interest in responding to member district bid solicitations.
  
  - C. Provide analysis of bids received for member districts as requested.
  
  - D. Attend pre and post bid meetings as requested.

- E. Assist member districts as requested in problem resolution and/or negotiations with insurance providers
  - F. Provide access through toll-free phone numbers and email, and be able to accept and send Windows compatible documents through email.
  - G. Other services as deemed necessary during the contract period.
3. Fee Proposal  
Provide a fee proposal for work to be performed during the contract period. Propose a fee on a per hour basis.
4. Contract Period: The bid contract is for May 1, 2004 through June 30, 2005. The contract may be extended on an annual basis by KEDC. The determination to renew the contract beyond the initial contract period will be determined in part by the performance of the contractor. KEDC shall notify the contractor of its intent to extend or not to extend the contract by March 1 of each year. If KEDC notifies contractor of intent to extend the contract by one year, contractor shall respond by March 10 if it does not intend to extend the contract.
5. Awarding the Contract
- Proposals will be primarily evaluated based on the submitted fee schedules. In addition, however, the Board desires to secure proposals that offer the broadest range of services possible prior to and subsequent to the awarding of the Insurance bids, as well as services tailored to the unique needs of the member districts.

**Reservation of Rights**

The KEDC Board reserves the right to:

- 1. Reject any and all proposals.
- 2. Waive minor irregularities.

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Proposal Certification**

In compliance with this Request for Proposals, in consideration of the detailed description attached hereto, and subject to the authentication of non-conflict of interest statements and all general and specific terms and conditions thereof, the undersigned agrees that, if this proposal be accepted within the time stipulated, to furnish insurance consultant services at prices quoted in the proposal with respect to the services requested.

**Consultant Name:** \_\_\_\_\_

**Consultant State License #** \_\_\_\_\_

**Year consultant license issued?** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Consultant Signature:** \_\_\_\_\_