

**REQUEST TO SUBMIT STATEMENTS OF  
QUALIFICATIONS AND PROPOSALS**

The City of Aurora will accept statements of qualifications and proposals from persons or firms interested in providing the following:

**INSURANCE AGENT SERVICES**

**(Submit statements no later than)**

**September 30, 2010  
4:00 pm**

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Please mark your envelope  
Statement of Qualifications and Proposal/City Agent Services  
In addition, return by mail to:

**CITY OF AURORA  
ATTENTION: TONY STONECYPHER, CITY MANAGER  
P.O. BOX 30  
2 W. PLEASANT  
AURORA, MO 65605**

**SUBMISSIONS FOR BROKER SERVICES AND BID PROPOSALS FOR  
PROPERTY/CASUALTY/WORKER'S COMPENSATION INSURANCE  
CITY OF AURORA, MISSOURI**

**Introduction**

The City of Aurora, Missouri is requesting Statements of Qualifications and Proposals from experienced firms to provide insurance broker services for the City and to act as the City's insurance broker to provide property/casualty/worker's compensation insurance and assist with the management of its risk management program. The City is seeking firms or agents with demonstrated experience in servicing municipal insurance needs.

**City Information**

The City of Aurora is located 31 miles west of Springfield, Missouri in Lawrence County. The estimated population of Aurora is 7,400. The local governing body includes the Mayor and City Council. The City has a City Manager to oversee and manage all day-to-day operations of the City. There are several departments in the City containing full-time and part-time staff that plays an important role in the maintenance and development of the City. A list of City functions and the breakdown within each function is as follows:

- Economic Development
- Planning and Zoning
- Public Works
- Wastewater
- Finance
- Recreation and Park Facilities
- Emergency Services
- Administration
- Municipal Court

The City operates under an approximate 4.5 million dollar budget and employs approximately 50 full time and several part-time and seasonal staff. The annual payroll for 2011 is estimated at 2 million dollars.

**Instruction/Proposal Format**

Statements of Qualifications/Proposals must include a cover letter and resume. The resume should include a firm name, address, telephone numbers, year established, types of services for which the firm is qualified for, fees, any pertinent registration information, and references that the firm has served as an agent. Please submit all pertinent information along with the completed attached questionnaire. The proposal should be itemized by coverage area with a deductible.

## **Evaluation procedure**

Statements of qualifications and proposals will be evaluated and reviewed by the City Manager.

## **Evaluation considerations**

The City will consider the following items and any additional information it feels necessary to select a qualified firm which best fits the City's needs for agent services.

Professional status

Demonstrated successful relationships with other cities

Ability to meet scheduled deadlines

Specialized experience

Marketing capabilities of the firm

Demonstrated experience as an agent for other cities

Number of professional personnel

Explanation of firms approach to work

Fees

Services to be contracted

Knowledge of municipal regulations

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***Please contact Finance Director, Noelle Harmon 417-678-5121 ext. 26 or via email at: [nharmon@aurora-cityhall.org](mailto:nharmon@aurora-cityhall.org) to receive any information necessary to prepare and submit insurance quotes. No appointments between solicitors and the City of Aurora will be scheduled to discuss services until after the due date of September 30, 2010, when all applicants' submissions have been reviewed, and at a time to be set by the City of Aurora.***

***No proposals will be disclosed until all proposals have been reviewed and evaluated by the City Manager.***

**MUNICIPALITY  
BROKER SERVICES  
CITY OF AURORA**

**AGENCY INFORMATION:**

1. List the address from which the City's account will be handled.
  
2. How many Missouri Cities and/or governmental entity accounts does your firm have for the Property and Liability risk services? Please include:
  - a. Contact individual
  - b. Telephone number
  - c. Lines of coverage written
  - d. Years of service to that account
  - e. Size of the account (population)
  
3. List all insurance companies you would approach with the City's program. Please include the following:
  - a. Will they be accessed directly or through a separate broker or wholesaler?
  - b. Does your agency currently have any public entity accounts with them?
  
4. Do members of your agency have a working knowledge of the Missouri Sovereign Immunity Law as it relates to liability and insurance? Please provide details.
  
5. Are you members of professional organizations or do you participate in any seminars that directly relate to governmental entity risks?
  
6. List the service team that would be assigned to the City's account. Include any experience they have with governmental entity risks.
  
7. What type of services or recommendations will you make to improve our risk management program?
  
8. Provide an outline giving two specific objective reasons you believe the City should appoint your firm as Broker of Record.

