
REQUEST FOR PROPOSAL

FOR

JPA/POOL ADMINISTRATION SERVICES

FOR

FRESNO COUNTY SELF INSURANCE GROUP

AND

ORGANIZATION OF SELF INSURED SCHOOLS

RETURN PROPOSALS TO:

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DEADLINE FOR FILING:

May 19, 2017

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FRESNO COUNTY SELF INSURANCE GROUP
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INTRODUCTION

Fresno County Self-Insurance Group and Organization of Self-Insured Schools, are seeking proposals from qualified consultant firms to conduct the day-to-day management, operation, general administration, and financial affairs of the Authority (as used herein, shall mean the Fresno County Self-Insurance Group and/or Organization of Self-Insured Schools, joint power entities) and its programs of insurance, self-insurance and to provide oversight of all other contracted operations of the Authority. Interested firms may submit proposal for either JPA/Pool individually or both. Successful firm(s) contract(s) shall become effective July 1, 2018. However, it is desired the successful firm(s) will begin transition prior to that date to be prepared to fully provide scope of services effective July 1, 2018.

Fresno County Self-Insurance Group (FCSIG)

FCSIG is a Workers' Compensation self-insurance JPA established in 1982 for the purpose of providing high quality Workers' Compensation coverage and services for its members at a reasonable cost. The JPA is governed by an elected Board of Directors comprised of public school agency officials. The JPA is staffed by a professional administration firm and contracts with a full-time professional risk manager. FCSIG serves the rural farming communities in Fresno County and is currently comprised of 20 K-12 school districts as well as the Fresno County Superintendent of Schools, a services JPA, a transportation JPA, and a Regional Occupational Program (ROP). Members range in size from approximately 100 students to several thousand students. More information about FCSIG may be found at www.fcsigweb.org. A roster of current members is included (Attachment #1). All members of FCSIG are members of OSS but not vice versa.

Organization of Self-Insured Schools (OSS)

OSS was created in 1986 to provide a comprehensive Liability and Property coverage program for educational agencies at an affordable and predictable cost. All members (34) belong to the Board of Directors which, in turn, elects an Executive Committee of 11 members from its members to conduct day to day operations. OSS is staffed by the same professional administration firm as FCSIG along with the same professional risk manager. OSS serves the rural farming communities in Fresno, Kings, Merced, and Tulare counties. OSS is comprised of 28 K-12 school districts, the Fresno County Superintendent of Schools, a service JPA, a health care JPA (FASBO), a Workers' Comp JPA (FCSIG), a transportation JPA, and a Regional Occupational Program (ROP). As with FCSIG, members range in size from 100 students to several thousand. Additional information regarding OSS may be found at www.ossweb.org. A roster of current members is included (Attachment #2).

In order to manage the day-to-day affairs of the Authority, the Authority has contracted with management firms to provide program administration, board secretary, accounting, risk management, litigation management, and safety and loss prevention services. The Authority's

Administrator also provides oversight of the third party claims adjusting firms and other contract providers.

II. SCOPE OF SERVICES

1. General Services

- a. Maintain a business office in a location of consultant's choosing within the State of California and pay all costs incidental to the occupancy and maintenance of the office;
- b. Retain sufficient personnel to conduct the business affairs of the Authority;
- c. Provide leadership to the Authority in implementing state-of-the-art pooling practices including orientation of Board members to important trends and activities of pools;
- d. Meet with member agency's administrators, and/or employee groups, as required, to advise and explain the Authority's programs of risk management, self-insured coverage, and other insurance coverage;
- e. Exercise initiative in recommending improved organization procedures in the governance of the Authority; produce and maintain administrative policy manual;
- f. Maintain operations that meet all regulatory and operational requirements and qualify for California Association of Joint Powers Authorities' Accreditation with Excellence;
- g. Monitor the services of all external consultants to assure the delivery of quality services according to the agreed scope of services for each of these consultant firms. Recommend changes in, or improvements to, services provided by consultant firms, as needed. Manage RFP process for external consultants when needed. Negotiate fees and other agreements on behalf of the Authority to minimize costs and obtain the best coverage and services;
- h. Provide meaningful reports and recommendations which analyze significant areas of the Authority's operations in order to facilitate the Board(s) decision making process;
- i. Maintain liaison between member agencies and the Authority to keep member agencies fully informed on the current status of the affairs of the Authority;
- j. Maintain contacts with public agency risk managers and the insurance industry by participating in the following professional associations: The Public Agency Risk Managers Association (PARMA); The California Association of Joint Powers Authorities (CAJPA) and the Public Risk Management Association (PRIMA);
- k. Prepare and maintain the Authority's governing documents;

- l. Develop, prepare, and maintain the guidelines and standards for accepting new members. Review all new applications for Authority membership and make recommendations to the Board(s) regarding such applications;
 - m. Meet with, advise and make recommendations to elected and/or appointed state officials on behalf of the Authority, provide advice and information to member agencies on pending legislation, administrative matters, and developments which could have an effect on the Authority;
 - n. Act as filing officer for the Authority to ensure compliance with the Conflict of Interest Code and other required Government filings; and
 - o. Maintain a cordial working relationship with each OSS member's Broker of Record. Meet with Brokers on at least an annual basis.
2. Board Secretarial Services
- a. Provide, post and distribute descriptive agendas for meetings of both Boards and the Executive Committee, in accordance with the Governing Documents and the Ralph M. Brown Act;
 - b. Within ten working days after the meeting, prepare and distribute minutes of all Board meetings and prepare a synopsis of matters discussed at both Board(s) and Executive Committee meetings;
 - c. Coordinate recommendations to the Board with the President and Executive Committee;
 - d. Prepare all correspondence necessary to the operation of the Authority or for the clarification of the Authority's business or operations;
 - e. Maintain a general file of all Authority documents including, but not limited to, correspondence, reports, insurance policies, notices, agendas, minutes, and the Authority's governing documents;
 - f. Maintain administrative records and update as necessary; and
 - g. When required, prepare and file updated California Secretary of State Statement of Facts form for the Authority and comply with other reporting requirements of the State of California, including filing for Board members the necessary forms under the Fair Political Practices Act.
3. Risk Management Services
- a. Develop and prepare underwriting guidelines and procedures;

- b. Develop effective risk management and loss control procedures, provide same for member agencies, and provide advice to the member agencies for the implementation of such procedures;
- c. Assist the Authority in the selection of risk management and insurance programs, brokers-of-record, insurance companies, claims administrators, consultants, and other professionals who provide services to the Authority;
- d. Review alternatives for financially strengthening the Authority's pools, and report to the Executive Committee and the Board on the status of alternatives;
- e. Monitor the status of the Authority's programs and operations, member agency losses, administrative and operational costs, service companies' and brokers' performance, and provide both Board(s) and Executive Committee with appropriate status reports pertaining thereto;
- f. Assist assigned actuaries in their review and analysis of self-funded reserve levels, deposit premium computations, plan design, and utilization of benefits with the objective of obtaining the best coverage and benefits with the minimum cost to the member agencies;
- g. Advise member agencies of the risk impact of proposed new or revised programs;
- h. Provide, when requested, risk management advice to member agencies, including review of proposed contracts between member agencies and third parties to ensure that risks have been adequately transferred;
- i. Maintain a computerized database of all statistical information required to be submitted by the member agencies under the governing documents;
- j. Provide certificates of coverage for members as requested; and request and review certificates of insurance from 3rd parties as required; and
- k. Assist loss prevention contractor in establishing loss prevention programs. Attend meetings between members and the loss prevention contractor.

4. Liability Program Services

- a. Provide oversight for all aspects of the various programs, including those services provided by other contractors;
- b. Retain the Memoranda of Coverage for the various programs;
- c. Review monthly reports prepared by third party claims administrators that show the claims activity of the various pooled programs, ensuring that they accurately reflect the activity for the month and the cumulative activity since the occurrence of the claim; and

- d. Annually, prepare a detailed report on the various pooled programs showing the activity by program year and the cumulative activity of all years, including the number of claims, losses in each level of the pool, losses which have been incurred by each agency, and the losses which have been shared through pooling.

5. Financial Services

- a. Maintain ongoing financial records, disburse payments for budgeted expenses.
- b. Oversee investment management process and make recommendations for improvement as needed.
- c. Prepare information for and work with an outside CPA to deliver audited annual financial statements;
- d. Develop budget and rate recommendations annually; and
- e. Invoice members and collect annual deposits and other program cost.

6. Support and Other Services

- a. Establish an annual meeting schedule, make arrangements for meetings, confirm registration and coordinate with facilities;
- b. Arrange annual strategic planning meeting. Coordinate outside speakers, facilities and materials as needed;
- c. Provide the support services required to satisfactorily conduct the Authority's business, including clerical support, printing and copy services, mailings, etc.;
- d. Maintain the Web pages;
- e. At consultant's expense;
 - i. Provide all office supplies and printing for letterhead, envelopes, forms and other printed documents required to carry out the purposes of the Authority;
 - ii. Provide equipment and related lines for the receipt and transmission of documents required to carry out the purposes of the Authority;
 - iii. Furnish telephone lines sufficient to provide adequate service to the Authority's member agencies, including member agency access to an 800 number at consultant's offices; and
 - iv. Provide postage for mailings for the Authority prepared by consultant.

III. PROPOSAL REQUIREMENTS

Proposals should address in as much detail as possible how the firm will provide the requested services. All proposals should include, at a minimum, specific information in the following categories, in this order.

1. Technical Proposal: A section entitled “Technical Proposal” shall include the following information:
 - a. General Background of the Firm: Provide an overview of the firm’s background, staff, and experience performing work similar to that requested by the RFP and a summary of the organizational structure and management approach that will be used to fulfill the RFP’s statement of work provisions.
 - b. Professional Qualifications: Provide a detailed description of the relevant experience of both your organization and the personnel who will be assigned to the project. Clerical staff need not be individually named. Detail the roles and responsibilities of each person proposed and the tasks they will generally perform. Also, provide an estimate of the number of hours per year each individual will be dedicated exclusively to the Authority. Provide an organizational chart depicting the hierarchy of the firm’s approach to managing the Authority contract. Resumes for each individual named (except clerical) in the proposal shall be included.
 - c. Firm and Staff Experience: Provide a detailed description of projects that the firm and/or key staff has worked on that are similar in size, scope, and complexity to the services required under the RFP. Include at least six (6) client or employer references (including the name of a contact person, street and email address and telephone number) that may be contacted for information concerning qualifications of your firm or staff assigned to the project. These references should be able to directly assess you or your staff’s ability to provide administrative and technical support to a public agency insurance risk pool.
 - d. Eligibility Requirements: Prospective service providers must meet all of the following eligibility requirements:
 - i. Must be incorporated and qualified to operate as a business in the State of California and principal staff members servicing the account must be housed in a California office;
 - ii. Must have a minimum of five years’ in providing pool administration services, preferably with experience in managing risks of “Public School Districts”. In addition, the firm must demonstrate management experience working with a California Public Agency Insurance Pool providing risk shared and/or excess insurance coverage and related services. Management experience can be gained as a direct employee or through contract with the public agency insurance risk pool;
 - iii. Must demonstrate a minimum of three years’ experience providing services to public agency insurance pools and possess a familiarity with, and experience applying, California laws and regulations related to Joint Power Authorities and public agency insurance risk

pools, the California Government Code and other applicable statutes, and general risk and insurance practices;

- iv. Must be capable of providing full range of services outlined in Scope of Services; and
 - v. Must warrant there is no conflict of interest that would conflict in any manner with the performance of services required in the proposal. For prospective service providers who also provide broker services, describe the nature and type of such services, and describe how you intend to avoid real or perceived financial conflicts of interest in providing both administrative and broker services to the Authority.
- e. Cost Proposal: This section should contain a complete breakdown of all costs relating to the contents of the proposal, including the maximum total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal.

IV. INSURANCE REQUIREMENTS

Proposers shall take out and maintain during the entire term of the agreement insurance pertaining to the activities associated with the agreement. Proposers will be required to obtain, at its own cost and expense, all insurance endorsements required below and shall provide evidence of such insurance and endorsements to FCSIG and/or OSS prior to commencing work.

Insurance:

Workers' Compensation	- Statutory limits
Employer's Liability	- \$1,000,000 per occurrence
Commercial General Liability & Property Damage	- \$1,000,000 CSL per occurrence
Professional Liability	- \$1,000,000 per claim

V. SELECTION PROCESS

Upon receipt of the proposal FCSIG and/or OSS staff will review each firm's response to this Request for Proposal. Failure to properly address all the items set forth above may disqualify the prospective firm's proposal. FCSIG and/or OSS reserves the right to reject any or all proposals at its sole discretion. At their discretion, staff may interview one or more firms to further assist in the review process. FCSIG and/or OSS reserves the right to award the contract to the firm at its discretion depending upon multiple areas of criteria.

All proposals must be received in our office by 5:00 p.m. on May 19, 2017. Late proposals will be rejected. Please send five (5) copies of your proposal and correspondence to:

William Tucker
Tucker-Alexander Insurance Associates
2133 High St. Suite E
Selma, CA 93662

Questions concerning the Request for Proposal should be addressed to:

**William Tucker
Tucker-Alexander Insurance Associates
2133 High St. Suite E
Selma, CA 93662
(559) 819-1025**

The following is the selection timetable:

May 19, 2017	Proposals due by 5:00 p.m.
May 22-24, 2017	Review proposals
May 29, 2017	Notify selected firms for interview
June 5-8, 2017	Interview of selected firms
June 16, 2017	If a selection is made, Board approves selection of the firm

FCSIG and/or OSS reserves the right to cancel and/or modify the above dates at any time or to make a dual appointment.



2133 High Street, Ste E
Selma, CA 93662

Member Districts

As of July 1, 2016

1. Alvina Elementary School District (7-01-87)
2. Central Valley Preschool (10-21-99)
3. Clay Joint Elementary School District (7-01-86)
4. Firebaugh-Las Deltas Joint Unified School District (10-01-88)
5. Fowler Unified School District (7-01-82)
6. Fresno County Superintendent of Schools (7-01-96)
7. Kerman Unified School District (10-01-86)
8. Kingsburg Joint Union Elementary School District (7-01-82)
9. Kingsburg Joint Union High School District (8-01-90)
10. Laton Joint Unified School District (7-01-91)
11. Mendota Unified School District (9-01-88)
12. Monroe Elementary School District (7-01-86)
13. Orange Center School District (10-01-86)
14. Pacific Union Elementary School District (11-01-88)
15. Parlier Unified School District (7-01-86)
16. Raisin City Elementary School District (7-01-87)
17. Selma Unified School District (7-01-82)
18. South County Support Services Agency (7-01-99)
19. Southwest Transportation Agency (7-01-88)
20. Valley Regional Occupation Program (VROP) (7-1-05)
21. Washington Colony Elementary School District (11-01-86)
22. Washington Unified School District (7-01-11)
23. West Park Elementary School District (7-01-86)
24. Westside Elementary School District (4-01-87)



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Selma, CA 93662

Member Districts

As of July 1, 2016

1. Alvina Elementary School District (7-01-86)
2. Armona Union Elementary School District (7-01-86)
3. Central Valley Preschool (5-01-94)
4. Clay Joint Elementary School District (7-01-86)
5. Dinuba Unified School District (5-01-86)
6. Firebaugh-Las Deltas Joint Unified School District (12-01-88)
7. Fowler Unified School District (5-01-86)
8. Fresno Area Self-Insurance Benefits (dba EdCare) 3-16-07
9. Fresno County Superintendent of Schools (7-01-96)
10. Fresno County Self-Insurance Group (FCSIG) (6-30-01)
11. Island Union Elementary School District (10-01-92)
12. Kerman Unified School District (5-01-86)
13. Kings River-Hardwick Union Elementary School District (7-01-86)
14. Kingsburg Joint Union School District (Elementary) (5-01-86)
15. Kingsburg Joint Union High School District (7-01-86)
16. Kit Carson Elementary School District (8-01-89)
17. Lakeside Union Elementary School District (7-01-86)
18. Laton Joint Unified School District (7-01-86)
19. Los Banos Unified School District (1-01-89)
20. Mendota Unified School District (8-01-88)
21. Monroe Elementary School District (11-01-86)
22. Orange Center Elementary School District (5-01-86)
23. Pacific Union Elementary School District (5-01-86)
24. Parlier Unified School District (5-01-86)
25. Raisin City Elementary School District (7-01-86)
26. Riverdale Joint Unified School District (7-01-86)
27. Selma Unified School District (5-01-86)
28. South County Support Services Agency (6-30-99)
29. Southwest Transportation Agency (5-01-88)
30. Valley Regional Occupational Program (5-01-87)
31. Washington Colony Elementary School District (5-01-86)
32. Washington Unified School District (7-01-11)
33. West Park Elementary School District (5-01-86)
34. Westside Elementary School District (7-01-87)