

14 June 2024

Requesting sealed Proposals for: Insurance Services

The purpose of the Request for Proposals is to contract with an insurance agency (Contractor) to provide a comprehensive insurance package for the Sisseton-Wahpeton Oyate.

All inquiries for information/specifications should be directed to:

Saville Flute

PO Box 509

Agency Village, SD 57262

1-605-698-3911 Ext.

savillef@swo-nsn.gov

Specific Requirements: Proposals should be as comprehensive, complete, and detailed as possible so that the Sisseton-Wahpeton Oyate may properly evaluate the services. The offeror is required to submit the following items as a complete proposal.

A narrative statement as to the offeror's qualifications to provide the services listed in the Statement of Work, including a statement of financial rating, value of investment assets and property under insurance. In addition, if the offeror anticipates using subcontractor(s) the same information must be submitted concerning the proposed subcontractor(s).

Proposal shall include:

- Provide a brief history and description of your firm. Include size (number of employees and revenues) and areas of specialization. Provide any information regarding mergers and/or acquisitions involving your firm in the past two years.
- Provide names, locations, and biographies of each individual who would be assigned to work on our account. Include account executives, marketing personal, technical representatives, and others. Please name the individual with the overall responsibility for this account and how and why that person has been selected.

- Provide names, addresses, contact persons of at least three (3) current Tribal Government, Tribal Gaming Operations and/or Tribal Enterprises. Please list the specific lines of coverage being handled by your firm for each.
- Describe the special expertise your firm has in providing brokerage, risk management, consulting, and claims services to Indian Country including Tribal Government, Tribal Gaming, and/or Tribal Enterprises including,
 - A.** Proposed insurance coverage forms with justification for each.
 - B.** Claims handling procedures and guidelines, including claim-reporting
 - C.** Proposed outline and schedule of loss control support and services to be provided. This should include projected time frames to initiate surveys, hours of service to be provided, education and training time, assistance required from and related items.
 - D.** Cost of insurance, auto, commercial building, general liability, and related services for each coverage including but not limited to postage, travel photography, office supplies, telephone charges, issuing certificates of insurance, report preparation and typing, etc.

Evaluation of RFPs:

The Tribe reserves the right to evaluate each RFP received in response to this RFP in a way that best suites the interest of the Tribe and may choose to select a Firm for this Service on the basis of its SOQ without soliciting proposals from other firms.

Factors include:

- Cost: (20 pts)
- Qualifications: (20 pts)
- Financial capability: (20 pts)
- Indian Preference: (10 pts)

Documents required upon award:

- SWO Business License

- W-9 Form

The deadline for submittal is **31 July 2024 at 4:00 P.M. CST**. Interested firms must submit 4 copies of their submittals to:

SWO Procurement Office

Attn: Vern Vallie, procurement Officer

P.O. Box 509

Agency Village, SD 57262

vallie@swo-nsn.gov

All interested parties *acknowledge* that any Agreement executed and performed within *the* Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of *the* Tribal Court of Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with *the* Sisseton- Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage *Rates &* Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance Chapter 67; and Chapter 75 Sex *Offender* Registration.

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