



**KITTITAS COUNTY FIRE DISTRICT NO. 2
(DBA: KITTITAS VALLEY FIRE & RESCUE)**

**Request for Proposals
Insurance**

**Issued: August 3, 2017
Due: September 28, 2017**

REQUEST FOR PROPOSAL

I. Purpose of Request

Kittitas County Fire District No. 2 (dba: Kittitas Valley Fire & Rescue), hereinafter referred to as the "District", is requesting proposals for its insurance coverage. The District's needs are outlined in the following Request for Proposal ("RFP").

II. Bid Process

The District will attempt to follow this timetable, which should result in the implementation of a new policy being in effect as of November 1, 2017 at 12:00 a.m. Pacific Daylight Time.

August 3, 2017	Issue RFP
September 28, 2017	Deadline for Submittal of Proposals – 5:00 p.m.
October 2 – 6, 2017	Interviews with Selected Agencies
October 6, 2017	Preliminary Selection of Final Three Agencies
October 12, 2017	Presentations and Staff Recommendation to Board of Fire Commissioners; Board Makes Final Determination
November 1, 2017	Insurance Policy in Effect at 12:00 a.m.

These dates are estimates and are subject to change by the Department.

III. Instructions to Proposers

A. All questions should be submitted in writing to:

Shannon Hill, District Secretary
Kittitas Valley Fire & Rescue
PO Box 218
Ellensburg, WA 98926
509-933-7231
hills@kvfr.org

B. Proposals are due at the District no later than **5:00 p.m. PDT on September 28, 2017.**

Proposals may be submitted as a PDF format e-mail attachment to hills@kvfr.org.

Proposals may also be mailed or delivered to:

Shannon Hill, District Secretary
Kittitas Valley Fire & Rescue
PO Box 218
Ellensburg, WA 98926
509-933-7231
hills@kvfr.org

- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content.

IV. Scope of Coverage

See exhibit A for the District's current insurance coverage.

V. Terms and Conditions

- A. The District reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The District reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The District reserves the right to reject any proposal that does not conform to the specifications contained in this RFP.
- D. The District shall not be responsible for any costs incurred by the insurance agencies in preparing, submitting, or representing its response to the RFP.

VI. Evaluation Process

Proposals will be evaluated by the District's staff. Evaluations will be based on criteria outlined herein which may be weighed by the District in a manner it deems appropriate. All proposals will be evaluated using the same criteria. The criteria used will be:

A. Responsiveness to the RFP

The District will consider all the material submitted to determine whether the insurance agency's offering is in compliance with the RFP documents.

B. Interviews and Presentation

The District staff will conduct interviews with the agencies submitting RFP's. The final two agencies will be asked to attend the October 12, 2017, Board of Fire Commissioners meeting and present to the Board.

C. Price and Coverage

Price is a strong consideration; however the insurance coverage and historical customer service records will also be strong evaluation factors.

D. Other Factors

Any other factors that the District believes would be in the District's best interest to consider which were not previously described.