



**ST. JOHN THE BAPTIST PARISH  
PURCHASING & PROCUREMENT DEPARTMENT  
1811 W. Airline Highway  
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP)  
Property & Casualty Insurance**

Proposal No. RFP 2025.01

Closing Date: March 6, 2025 at 9:45 A.M. Local Time

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***SUBMITTALS***

*Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Company's name and address, and "RFP 2025.01 Property & Casualty Insurance".*

Publish:  
L'Observateur:  
February 12, 2025  
February 19, 2025  
February 26, 2025

**FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:**

**Peter Montz**, Purchasing & Procurement Department

Phone: (985) 652-9569

E-mail: [p.montz@stjohn-la.gov](mailto:p.montz@stjohn-la.gov)

**QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 10:00 A.M. local time February 27, 2025.**

**REQUIRED SIGNATURE PAGE FOR PROPOSALS**

*This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.*

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

*In order to induce the Parish to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to St. John the Baptist Parish, and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to St. John the Baptist Parish.*

**Please type or print legibly information below.**

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Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

**PROPOSER INFORMATION**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**AUTHORIZATION TO PROPOSE** (must be signed):

By: \_\_\_\_\_  
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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**If this proposal is being submitted on behalf of an agent/broker, please complete section below:**

Submitted on behalf of: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**REQUEST FOR PROPOSALS**  
**Property & Casualty Insurance**

**BACKGROUND**

St. John the Baptist Parish Baptist (herein referred to as “Parish”) is a local government as defined by the Louisiana Constitution. The Parish is comprised of a variety of worksites and employees working under a range of different working environments and conditions such as in offices, warehouse, mechanic shop, water treatment plants and wastewater treatment plants, as well as in the field. To find out more about our operations and our community, visit the Parish’s website at [www.sjbparish.com](http://www.sjbparish.com).

The Parish hereby issues a Request for Proposals (RFP) for qualified companies (herein referred to as “Company” or “Contractor”) for the purpose of providing commercial general liability, commercial property, commercial automobile, commercial inland marine, commercial crime, public officials’ liability, and umbrella excess liability insurance to provide protection for Parish assets from financial loss due to catastrophes or claims of various types.

Current lines of coverage are as follows:

| Line of Coverage   | Carrier   |
|--|---|
| Commercial General Liability   | Atlantic Specialty Insurance Co. (One Beacon Group) |
| Commercial Automobile  | Atlantic Specialty Insurance Co. (One Beacon Group) |
| Public Officials Liability   | Atlantic Specialty Insurance Co. (One Beacon Group) |
| Umbrella (Excess Liability)  | Atlantic Specialty Insurance Co. (One Beacon Group) |
| Crime and Fidelity   | Travelers   |
| Inland Marine (includes contactors’ equipment and data processing equipment) | Travelers   |
| Commercial Property  | Berkshire Hathaway                                  |
| Civil Defense - Contents/Library   | Evanston Insurance Co                               |
| Pollution Liability  | Crum & Foster Specialty Ins Co                      |
| Cyber Liability  | Travelers   |
| Communication District - Commercial Property, GL, Management Liability       | American Alternative Insurance                      |
| Worker’s Compensation  | LWCC  |
| Property Claims Administrator  | Central Claims, LLC                                 |
| Liability Claims Administrator   | LOCA  |

The RFP package includes the following:

1. Required Signature Page for Proposals
2. General Terms and Conditions
3. Past Criminal Convictions of Bidders Attestation
4. Non-Solicitation and Unemployment Affidavit
5. Certificate Regarding Debarment
6. Exhibit A – Scope of Work
7. Exhibit B – Pricing Information
8. Exhibit C – Selection Scoring Criteria
9. Attachment 1 – Current Policies
10. Attachment 2 – Schedule of Vehicles & Equipment
11. Attachment 3 – Loss Run Data

It is the intention of St. John the Baptist Parish to award a contract to the company with the proposal that will provide the best service to the parish. The scope of work that the Company must provide is stated in Exhibit A. The successful Company will be expected to provide coverage that substantially matches or is better than the Parish's current plans as outlined in Attachment 1- Current Policies, which is attached hereto and made a part hereof, or to provide coverage that generates the best value for the Parish.

**Proposers must submit the following information:**

1. Required signature page (cover page);
2. Letter transmitting the proposal and providing overview of Company's products and services, and summarizing key points;
3. Response to the Scope of Work (Exhibit A);
4. Fee Schedule (Exhibit C);
5. Statement disclosing whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Negative responses (i.e., response attesting that company does not provide services or pay commission to any employee or elected official of St. John the Baptist Parish) must also be submitted if such is the case.
6. Affidavits
7. Copy of Professional Liability COI
8. Copy of licensed to conduct insurance business in the State of Louisiana
9. Provide at least three (3) references

**GENERAL TERMS AND CONDITIONS**

**1.0 RFP Process**

- 1.1 This RFP is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFP's, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1811 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish's website at [www.sjbparish.com](http://www.sjbparish.com) or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic proposals will be accepted only on [www.centralbidding.com](http://www.centralbidding.com).

- 1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Company's responsibility to periodically check either Parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Proposal must be submitted in writing to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Peter Montz, 1811 West Airline Highway, LaPlace, LA 70068** or via e-mail to [p.montz@stjohn-la.gov](mailto:p.montz@stjohn-la.gov) no later than **10:00 A.M. on February 27, 2025.**

## **2.0 Submission of Proposal**

- 2.1 Proposals shall be addressed to St. John the Baptist Parish and delivered to the receptionist located in the St. John the Baptist Parish Government Complex, 1811 West Airline Hwy., LaPlace, LA no later than **9:45 A.M. local time on March 6, 2025. Proposal package must be submitted in a sealed envelope or package clearly marked with the Proposer's name and address, and "RFP 2025.01 - Property & Casualty Insurance".**
- 2.2 Each Company shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit C) will be used to evaluate all proposals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Proposals" shall be cause for rejection of the submittal as non-responsive.
- 2.3 Company shall submit an original and one electronic copy of proposal by the date and time specified. Failure to submit the required number of copies may result in finding of non-responsive. Original should be clearly marked.
- 2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.
- 2.5 Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after **9:45 A.M. local time on March 6, 2025** will be deemed unresponsive and will be returned to Company unopened.

## **3.0 Opening**

Proposals will be opened publicly at **10:00 A.M. local time on March 6, 2025** in the St. John the Baptist Parish Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068.

## **4.0 Public Disclosure**

It is understood and agreed upon by the Company in submitting a proposal that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Company specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

## **5.0 Parish Commitment**

- 5.1 Parish shall have the right to reject or accept any Proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.
- 5.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 5.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.
- 5.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- 5.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Proposals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

## **6.0 Late, Modified, or Withdrawn Proposals**

- 6.1 Any proposal received after the exact time specified for receipt will not be considered.
- 6.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.
- 6.3 No Company may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

## **7.0 Evaluation and Selection**

- 7.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Company determined to be most advantageous to the Parish, price and other factors considered.
- 7.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Consultants/Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.
- 7.3 Evaluation criteria have been established to determine which Company/Consultant will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit C (Selection/Scoring Criteria) which is attached hereto and made a part hereof.
- 7.4 The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.
- 7.5 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. This award will be made to the most responsible firm or team whose proposal is determined in writing to be most advantageous to the Parish, based on the

scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

## 8.0 Terms

The initial coverage period shall be for a twelve-month period beginning April 15, 2025 and ending April 14, 2026. Multiple year proposals will be considered.

## 9.0 Insurance

Consultant/Company shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Consultant/Company may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Consultant/Company in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Dept.
3. No excluded classes of owners/officers or employees shall be allowed on Council's premises.

**WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.**

- B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

**St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.**

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired and other non-owned vehicles of the Company.

The limits for "C" above shall not be less than:

1. \$15,000/\$20,000BI/\$25,000 PD

**St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate.**

**WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.**

**OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.**

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Company shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

- D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants. The limits for "D" above shall not be less than: \$1,000,000 CSL

**WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.**

**OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.**

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Consultant/Company shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

**10.0 Submittals Required upon Provisional Award**

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 9.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.

**11.0 Invoices**

Itemized invoices for payment of these services shall be submitted to Purchasing by the 10<sup>th</sup> of each month.

**12.0 Hold Harmless**

To the fullest extent permitted by law, Company shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

**13.0 Non-assignability**

No Company shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

**14.0 Exclusions**

Pursuant to Louisiana Revised Statute 38:2227, Contractor must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion,



money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

**15.0 Disclosure**

Company must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

**PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, \_\_\_\_\_, (Appeared) the owner/authorized representative of

\_\_\_\_\_  
Company / Individual / Legal Entity Name

Appeared, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor's misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Authorized Signatory of Bidder

\_\_\_\_\_  
Project Name/Number

\_\_\_\_\_  
Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

Printed Notary Name: \_\_\_\_\_

Notary/Bar Roll Number: \_\_\_\_\_

My Commission is For/Expires: \_\_\_\_\_

**ST. JOHN THE BAPTIST PARISH  
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**

(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, came and appeared,

I, \_\_\_\_\_, the owner/authorized representative of

\_\_\_\_\_  
Company/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

|   |  |
|---|--|
| <p>_____<br/>Signature of Authorized Signatory</p> <p>_____<br/>Printed Name of Signatory</p> <p>_____<br/>Title of Authorized Signatory</p> <p>_____<br/>Project Name/Number</p> | <p align="center">SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____.</p> <p>_____<br/>Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p> |
|---|--|



**Certification Regarding  
Debarment, Suspension, and Other Responsibility  
Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U. S. Small Business Administration.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this proposal

Business Name: - \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to check the Non-Procurement List
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

## EXHIBIT A Scope of Work

The Company shall provide written responses to the following requests in the same order as requests are stated. The Company shall address the following requests with sufficient detail to allow the Parish to understand how the company would fulfill the Parish's needs.

Proposers must meet the following minimum qualifications:

1. Company must be licensed to conduct insurance business in the State of Louisiana, with at least three (3) consecutive years of experience administering property, casualty and liability insurance and providing similar services as described in this section of the RFP; **Copy of license must be included with your submittal.**
2. If proposal is being submitted on behalf of an agent/broker, agent/broker must be licensed by the Louisiana Department of Insurance to write property or casualty insurance;
3. Firm must carry appropriate business insurance as described in the General Terms and Conditions section of this RFP, including professional liability/errors and omissions insurance. **Submit copy of current EO COI.**

Proposers must submit the following information:

1. Response to the Scope of Work
2. Provide financial ratings, including the date on which this rating was granted, from each of the following agencies:
  - AM Best
  - Standard and Poor's
  - Moody's
3. Provide a list of at least three (3) organizations for which Company (i.e., insurance carrier) has provided services similar to the services being proposed to the Parish. Include contact name, address, and telephone number, dates services were provided, and type of coverage provided. The Parish reserves the right to contact references without prior notification.

It is the intention of St. John the Baptist Parish to award a lump sum/fixed fee contract to the selected proposer. The selected Company will work closely with the Human Resources Department and other administrative staff in providing said services.

The scope of services that the company must provide is as follows:

1. Plans for each line of coverage are outlined in Attachment 1, Current Policies.
2. Proposals that substantially match its current coverage, as illustrated in Attachment 1; offer varying deductible options; that quote alternate policies that are better than its current policy; and/or that generate the best value for the Parish. Multi-year rate and fee guarantees will be considered. Any deviation from a current policy should be clearly stated.
3. Company may submit proposals on lines of coverage individually or as a package. If quotes are dependent on securing an additional line(s) of coverage, proposal should clearly state this.
4. Other requirements that the Proposer must meet:

A. Policy Management

1. Company shall, at its own expense, provide dedicated personnel for claims handling and assistance with claims questions.
2. Company shall stay abreast of federal and state legislation impacting property, casualty, and general liability insurance and advise the Parish of same, as applicable.
3. Company shall administer policy on the Parish's designated policy year of April 15<sup>th</sup> through April 15<sup>th</sup>, for at least a 12-month contract.
4. Company shall allow the Parish the right to audit any and all records pertaining to the Parish's account.
5. Company shall provide strategies and recommendations for mitigating risk and liability exposure.
6. Company shall provide quarterly loss reports for each line of coverage insured.

B. Customer Service

1. Company shall provide a dedicated telephone line to be staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. (Central Time). Representatives should be able to assist in answering inquiries regarding specific details of the Parish's policy.
2. Company shall pay claims timely and accurately.

C. Loss Runs

1. The successful proposer will be required to submit to the Parish at least 90 days prior to the anniversary date of coverage a claim report indicating each claim, amount paid on each claim and the reserve being held for any open claims.

D. Policies

1. The successful proposer will be required to provide the Parish copies of all policies within 90 days of award.

**Regulatory Requirements:** The proposed contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, including IICRC Flood Certified, pertaining to the performance of the work specified herein. Ignorance on the part of the proposed contractor shall not, in any way, relieve the contractor from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**EXHIBIT B  
Pricing Schedule**

**Current Premiums**

| <b>Line of Coverage</b>  | <b>Carrier</b>                                     | <b>Premium Amount</b>        |
|--|--|------------------------------|
| Commercial General Liability   | ACE American Insurance Co                          | \$282,000.00                 |
| Commercial Automobile  | ACE American Insurance Co<br>Houston Specialty Co. | \$218,213.00<br>\$178,335.68 |
| Public Officials Liability   | ACE American Insurance Co                          | \$87,947.00                  |
| Umbrella (Excess Liability)  |  | \$0.00                       |
| Crime and Fidelity   | Travelers  | \$1,351.00 (exp 2026)        |
| Inland Marine (includes contactors' equipment and data processing equipment) | Travelers  | \$42,752.00                  |
| Commercial Property  | Multiple   | \$1,428,541.86               |
| Civil Defense - Contents/Library   | Evanston Insurance Company                         | \$3,066.86                   |
| Pollution Liability  | Crum & Foster Specialty Ins Co                     | (exp 2025)                   |
| Cyber Liability  | Travelers  | \$59,581.00                  |
| Communication District - Commercial Property, GL, Management Liability       | National Union Fire Insurance Company of Pittsburg | \$78,632.05                  |
| Worker's Compensation  | LWCC   | \$413,468.00                 |
| <b>TOTAL (premiums and fees) w/o Terrorism Coverage</b>                      |  | <b>\$2,812,980.61</b>        |

Premiums for terrorism coverage:

| <b>Line of Coverage offering Terrorism Coverage</b> | <b>Premium Amount</b> |
|---|-----------------------|
| Commercial General Liability                        | \$14,100.00           |
| Umbrella (Excess Liability)                         | NA                    |
| Commercial Property                                 | \$4,689.13            |
| <b>TOTAL (Terrorism Coverage)</b>                   | <b>\$18,789.13</b>    |



**Proposed Premiums**

| Line of Coverage   | Carrier | Premium Amount |
|--|---------|----------------|
| Commercial General Liability   |         |                |
| Commercial Automobile  |         |                |
| Public Officials Liability   |         |                |
| Umbrella (Excess Liability)  |         |                |
| Crime and Fidelity   |         |                |
| Inland Marine (includes contactors' equipment and data processing equipment) |         |                |
| Commercial Property  |         |                |
| Civil Defense - Contents/Library   |         |                |
| Pollution Liability  |         |                |
| Cyber Liability  |         |                |
| Communication District - Commercial Property, GL, Management Liability       |         |                |
| Worker's Compensation  |         |                |
| Property Claims Administrator  |         |                |
| Liability Claims Administrator   |         |                |
| <b>TOTAL</b> (premiums and fees) w/o Terrorism Coverage                      |         |                |

Premiums for terrorism coverage:

| <b>Line of Coverage offering<br/>Terrorism Coverage</b> | <b>Premium<br/>Amount</b> |
|---|---------------------------|
| Commercial General Liability                            |                           |
| Umbrella (Excess Liability)                             |                           |
| Commercial Property                                     |                           |
| <b>TOTAL (Terrorism Coverage)</b>                       |                           |

**EXHIBIT C  
SELECTION/SCORING CRITERIA**

St. John the Baptist Parish may select any or all of the proposals that best contribute to the overall functioning of the Parish. All proposals will be evaluated by applying a set of evaluation criteria and awarding points to each proposal.

The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

| <b>CRITERIA</b>   | <b>MAXIMUM POINTS</b> |
|---|-----------------------|
| <u>Proposed Coverage</u>  | <u>0-40 pts.</u>      |
| Proposed coverage should be equal to or better than the Parish's current policy. Deviations will be evaluated on an item by item basis taking into consideration cost, any enhancements to current coverage, and proposed alternative benefit to the Parish.  |                       |
| <u>Quality of Service</u>   | <u>0-10 pts.</u>      |
| Primary focus will be on the verifiable reputation of the Company for conducting business.  |                       |
| <u>Financial Stability and Assigned Rating of Carrier</u>   | <u>0-15 pts.</u>      |
| A. M. Best, Standard and Poor's, and Moody ratings will be considered, as well as the general reputation for Company stability within the industry.   |                       |
| <u>Pricing</u>  | <u>0-35 pts.</u>      |
| Price will be evaluated for the best overall value to the Parish. While cost is of specific importance, lower cost achieved by a reduction in coverage is not an objective of the Parish. The quality of the proposed plan(s) and other technical evaluation features in relation to price will also be considered. |                       |
| <b>TOTAL MAXIMUM POINTS</b>   | <b>100</b>            |