

**REQUEST FOR PROPOSALS  
DIRECTORS & OFFICERS LIABILITY INSURANCE**

**A. Purpose**

The Business Employment Skills Team, Inc. (BEST, Inc.) is soliciting quotes for Commercial Package (General Liability), Commercial Auto, Executive Package (Directors and Officers Liability, Employment Practices Liability, Trustee and Fiduciary Liability and Employee Benefits Administration Coverage). Bid requirements and specifications are listed below.

**B. Primary Coverage**

*Directors, Officers, Trustees and Organization Liability Coverage*

Limit of insurance: \$1,000,000 in the aggregate

Deductible: \$5,000

*Employment Practices Liability Coverage*

Limit of insurance: \$1,000,000 in the aggregate

Deductible: \$5,000

*Trustee and Fiduciary Liability and Employee Benefits Administration Coverage*

Limit of insurance: \$1,000,000 in the aggregate

Deductible: \$5,000

Quote must include all fees, expenses, adjustments, commissions and any other type of add-on cost or premium.

**Facility Locations:**

1550 First Avenue, Ottawa, IL

IBC Building, 225 E. Backbone Rd., Princeton, IL

112 E. Second Street, 3rd Floor, Dixon, IL

1680 S. Galena Avenue, Dixon, IL

815 N Orlando Smith Avenue, Oglesby, IL

2323 E Lincolnway Sterling, IL

810 S 10<sup>th</sup> Street, Oregon, IL

301 N Main, Mt. Carroll, IL

173 IL Route 2, Dixon, IL

9483 W US Highway 20, Galena, IL

**C. Submission Date**

All quotes must be received no later than 3:00 p.m. on Friday, March 29, 2019. Quotes received after this date will not be considered. Quotes should be addressed as follows:

Business Employment Skills Team, Inc.  
Jo Ann Johnson  
815 N. Orlando Smith Avenue, Room C328  
Oglesby, IL 61348

Or may be sent electronically to: joann\_johnson@best-inc.org

**D. Inquiries**

All inquiries should be directed to Jo Ann Johnson via email at: joann\_johnson@best-inc.org.

**E. Conditions**

All costs incurred in the preparation of a price quote are the responsibility of the respondent and will not be reimbursed by the Business Employment Skills Team, Inc. The Business Employment Skills Team, Inc. reserves the right to reject any and all quotes received.

**F. Selection of Agency/Agency**

It is expected that selection of the successful agent/agency will be made within two (2) weeks of the submission date for quotes. Selection will be made on the equal basis of: 1) benefits to be offered; 2) reasonableness of costs; and 3) experience and expertise of agent/agency.

**G. Agent/Respondent Information**

The respondent must include with its quote the following information:

- years in business
- staff size
- qualifications of staff that would be assigned to the group plan
- other services available through the respondent
- whether the respondent is a minority-owned business, if applicable
- average percent of carriers increase of premium after the first year

**H. References**

The respondent must provide at least two references (names, address and telephone number) who can attest to the quality of the respondent's service. The respondent must also provide at least two references (name, address and telephone number) who can attest to the quality of the insurance to be offered.

**I. Coverage Period: May 1, 2019 – May 1, 2020**

Annual premium and insurance agency will be based on a 12-month Agreement, with an option to

renew for an additional 2 years, without securing additional bids, if the company and renewal rates have met the satisfaction of the customer. Business Employment Skills Team, Inc. has the option to cancel without penalty if funding becomes unavailable.

**J. Information on Solicitation**

*Name:* Business Employment Skills Team, Inc.

*Administrative Address:* 815 N. Orlando Smith Avenue, Room C328  
Oglesby, IL 61348

*Nature of Business:* Non-profit Corporation providing employment and training services.

*Present Insurer:* The Cincinnati Insurance Company (20+ years)  
Westchester Fire Insurance Co. (4 years)

**K.** If you would like your company's name to be removed from the Bidder's List, please send an email to Jo Ann Johnson ([joann\\_johnson@best-inc.org](mailto:joann_johnson@best-inc.org)).