

OPAC
INSURANCE BROKERAGE & ADMINISTRATIVE SERVICES REQUEST FOR
PROPOSAL
ORLANDO PERFORMING ARTS CENTER CORPORATION

**REQUEST FOR PROPOSAL (RFP)
FOR**

**INSURANCE BROKERAGE & ADMINISTRATIVE
SERVICES CONTROLLED INSURANCE
PROGRAM
FOR THE**

**DR. PHILLIPS CENTER FOR THE PERFORMING ARTS
LOCATED IN**

**ORLANDO, FLORIDA
MARCH 2, 2010**

1.0 GENERAL INFORMATION

1.1 AGREEMENT: The Orlando Performing Arts Center Corporation (OPAC), a Florida non-profit organization, is the developer and operator of Dr. Phillips Center of the Performing Arts (DPC). OPAC seeks an experienced entity to provide insurance broker and administrative services for an owner controlled insurance program (OCIP) to assist OPAC in the evaluation and placement of a comprehensive insurance program in connection with the design and construction of DPC. The City of Orlando (City), owner of DPC, will be a third party beneficiary of the agreement between the selected firm or joint venture and OPAC.

1.2 AWARD: OPAC will review responses to the RFP, will short-list Proposers, may interview short-listed Proposers and will rank Proposers. Following successful negotiations with the 1st ranked Proposer, OPAC may award all, part or none of the services requested in this RFP. All expenses related to the preparation, submittal and interface with any of the Project participants including OPAC, City, the Development Manager, Architect, Consultants and Others related to this RFP, shall be provided at the full risk of the Proposer; no compensation of any kind, nor any other consideration shall be forthcoming to the Proposer should OPAC, at its sole discretion, decide to abandon the RFP process or choose not to award any Agreement to provide any portion of the requested services.

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1.3 TEAMING: The responding entities to the RFP may be a single firm, a joint venture of 2 or more firms, or an association. OPAC encourages teaming and participation of local and MBE/WBE firms in response to this RFP.

1.4 DPC SITE: The Project will be developed on the two block property, currently bisected by Magnolia Ave., generally located to the south of South St., north of Anderson St., west of Rosalind Ave. and east of Orange Ave. in downtown Orlando, Florida.

2.0 DEFINITIONS AND INTERPRETATION

2.1 RFP DEFINITIONS: Unless otherwise defined herein, the following words and phrases will have the following meanings:

- 2.1.1 “Amendment”** means any change, addendum, addition, deletion or other modification to the RFP issued by OPAC after the initial issuance of the RFP and prior to the deadline time and date of the submittal.
- 2.1.2 “Architect”** refers to the OPAC retained team of design professionals lead by a firm, HKS Inc., or other so designated, to serve as the Architect of Record for the Project.
- 2.1.3 “City”** means the City of Orlando, Florida, a municipal corporation created and existing under the laws of the State of Florida.
- 2.1.4 “City Construction Representative”** means the representative appointed by the City to oversee its interests with respect to the Project.
- 2.1.5 “Construction Manager”** means the firm OPAC retained a professional construction management firm at risk (CM@R) to provide all construction management services, materials, personnel, general conditions and all other requirements to construct the Project.
- 2.1.6 “Consultant”** means OPAC has retained specialty consultants to serve in specific capacities with specific responsibilities for the design, development and construction of the Project.
- 2.1.7 “Development Manager”** means OPAC has retained a firm, Hines Interests Limited Partnership, or other so designated, to serve as its Development Manager with respect to design, development and construction of the Project. Except as otherwise provided in various contract documents, the Development Manager shall have authority to represent the interests of OPAC as designated by OPAC in its agreement with the Development Manager.
- 2.1.8 “DPC”** means the community performing arts facility able to host events of local, regional and national importance; i.e. symphony, ballet, theater, opera, individual and group artist performances, and other civic, political, community, not-for-profit, corporate and governmental performances, gatherings and events.

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- 2.1.9 “Insurance Brokerage Entity”** means a single firm, a joint venture of 2 or more firms, or an association which provides insurance brokerage and administrative services to assist OPAC and City in the evaluation and placement of comprehensive insurance program in connection with the design, development and construction of the Project. Terms “Insurance Brokerage Entity” and “Proposer(s)” shall be interchangeable.
- 2.1.10 “OPAC”** means the Orlando Performing Arts Center Corporation, a non-profit corporation, operating under the laws of the State of Florida created to design, develop, construct and operate the DPAC.
- 2.1.11 “Project”** means the design, development, construction and operation of a new performing art center in Orlando, Florida by OPAC.
- 2.1.12 “Proposer”** means Insurance Brokerage Entity submitting a submittal responsive to the RFP.
- 2.1.13 “RFP Response Period”** means the period of time beginning with the first date of advertisement of this RFP and continuing until the ranking action of the short listed Proposer by the selection committee of OPAC.

2.2 SUBMISSION INSTRUCTION DEFINITIONS:

- 2.2.1 Shall, Will, Must:** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of the response to the RFP as non-responsive.
- 2.2.2 Should:** Indicates something that is recommended, but not mandatory. If the response fails to provide recommended information, OPAC may, at its sole discretion, ask the Proposer to provide the information or evaluate the response without the information.
- 2.2.3 May:** Indicates something that is not mandatory, but permissible.

3.0 REQUEST FOR PROPOSAL (RFP) SPECIFICS:

3.1 INSURANCE BROKERAGE & ADMINISTRATIVE SERVICES RFP: A complete copy of the RFP and all amendments thereto, can be obtained from the “Point of Contact” noted in Paragraph 3.2. The RFP and its amendments (pdf files) may also be posted on the Orlando Performing Arts Center website at www.orlandopac.org. If the RFP is obtained from the website, please provide written notice to the Point of Contact in order to be sent any amendments to the RFP.

3.2 POINT OF CONTACT: The Point of Contact address, voice/fax numbers, and email address are:

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OPAC
Insurance Brokerages Services OCIP RFP
Attn.: Jennifer Peppers
455 S. Orange Ave., Suite 410
Orlando, Florida 32801
407-839-0119 Phone
407-839-0116 Fax
Jennifer_Peppers@hines.com
www.orlandopac.org

3.3 INQUIRES AND COMMUNICATIONS: All inquiries, questions, or other correspondence by Proposer must be submitted, in writing, via fax, mail, or email, to the Point of Contact, no later than Tuesday, March 30, 2010, prior to the RFP response date noted in Paragraph 5.1. Phone calls other than to the Point of Contact are prohibited during the RFP Response Period.

3.4 AMENDMENTS: This RFP shall be modified only by a written amendment issued by OPAC. It is the responsibility of the Proposer to verify in their cover letter that they have received and incorporated into their responses any and all amendments issued for this RFP.

4.0 INTRODUCTIONS:

4.1 PROJECT STATEMENT: STAGE 1 of the DPC may include (i) a Broadway Theater with approximate capacity of 2,800 seats, (ii) a Community Theater with approximate capacity of 300 seats, (iii) front-of-house public circulation and lobby spaces, (iv) back-of-house support spaces, (v) a rehearsal hall, (vi) administrative office and shell spaces, (vii) educational and shell spaces, (viii) concession spaces, (ix) banquet space with kitchen support areas and (x) other related spaces and facilities (both interior and exterior) for a performing arts center. **STAGE 2** of the DPC may include (i) a Multi-Purpose Theater with approximate capacity of 1,700 seats, (ii) front-of-house public circulation and lobby spaces, (iii) back-of-house support spaces, (iv) a rehearsal hall facility, (v) administrative offices, (vi) educational spaces, (vii) concession spaces and (viii) other related spaces and facilities (both interior and exterior) for a performing arts center. Both **STAGE 1** and **STAGE 2** of the Project will contain fixed and movable elements as are reasonably necessary to host performing arts, including symphony, ballet, opera, theater, and other artistic performances, gatherings and events associated with the community, government, private and non-profit entities, all with local, regional, national and international participants, patrons and attendees. The FF&E scope of work will include items as are reasonably necessary to aid in the performance of such activities, including seating, staging systems, lighting systems, audio-visual systems, food/beverage equipment, revenue control, crowd control equipment and other related systems and equipment associated with the functional spaces noted above.

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4.2 PROJECT CONSTRUCTION BUDGET: For the purposes of this RFP, the Project Construction Budget, as outlined for the Project Scope in Section 4.1 as and implemented in multiple phases of construction, is One Hundred Thirty Million Dollars (\$130,000,000.00) for STAGE 1 and One Hundred Twenty Million Dollars (\$120,000,000.00) for STAGE 2, for a total of Two Hundred Fifty Million Dollars (\$250,000,000.00). Proposer must reflect the two stage implementation in its proposals in response to this RFP.

4.3 PROJECT DELIVERY METHODOLOGY: OPAC has utilized the Architect to design the Project. Currently, the Architect is commencing the construction document phase. OPAC will utilize a Construction Manager at Risk (CM@R) method of project delivery, with a “Staged” delivery of Project components over a period of time. Design development phase is complete, the scope definition of the various stages of construction will be determined as the Architect proceeds with development of the construction documents. The CM@R will determine the packaging of the stages of construction, procure the packages competitively and initiate construction in accordance with an approved Project schedule with an initial completion of Stage 1 in the fall of 2013. Additional stages of construction may or may not be ongoing following the initial completion.

4.4 BLUEPRINT: OPAC embraces the goals of offering business opportunities to all segments of the community, and will work with the City to accomplish the goals contained within the Blueprint for Using Community Venues to Create a Sustainable Economic Impact (the “Blueprint”), approved by the City Council on May 21, 2007, which is located at www.CityOfOrlando.net/elected/venues. Applicable portions of the Blueprint will be incorporated into the Insurance Brokerage entity’s contractual agreement with OPAC.

4.5 LOCAL & MBE/WBE: Local entities and entities that are currently certified MBE/WBE with the City and/or Orange County, Fl., are strongly encouraged to respond to this RFP. Responding entities agree to comply with the minority business enterprise and women business enterprise requirements of Chapter 57 of the City of Orlando code, make good faith efforts to meet the participation goals, and cooperate with the City and OPAC in their local business economic development efforts. It is the responsibility of all entities, including respondents to this RFP, who are interested in contracting with OPAC, to read and become familiar with Chapter 57 of the City of Orlando Code (www.CityOfOrlando.net/admin/mbe/chapter57.html). ***OPAC will use the participation goals of 18% MBE and 6% WBE.*** Only entities certified/recognized by the City of Orlando or Orange County, Fl., will count towards the achievement of the participation goals, pursuant to a certification process acceptable to the City.

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4.6 EQUAL OPPORTUNITY EMPLOYER: OPAC is an equal opportunity employer. The entity awarded an agreement as a result of this RFP agrees to adhere to a policy of equal opportunity and demonstrate an affirmative effort to recruit, hire, promote, and upgrade the position of employees regardless of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, or marital status.

4.7 LIVING WAGE: The entity awarded an agreement as a result of this RFP, as well as its sub-consultants (first tier only), shall pay to all of their employees providing services pursuant to an agreement with OPAC, a “Living Wage” for the time spent providing services to OPAC. (This provision does not include general administrative personnel, unless they are assigned to the Project.) “Living wage” means compensation for employment of not less the \$8.50 per hour for straight time, exclusive of FICA, unemployment taxes, and workers compensation insurance and employee benefits. Necessary payroll documentation shall be available to confirm compliance with this provision. OPAC may, at its option, audit at the Proposer’s place of business its payroll records, to determine if compliance has been achieved. Failure to comply with this provision may result in termination of the agreement.

5.0 PROPOSED PROJECT TIME TABLE:

5.1 RFP RESPONSE DUE DATE: Response to this *RFP must be submitted no later than 3:00 p.m. EST, on Thursday, April 8,, 2010 (RFP Response Date)*. Responses received after 3:00 p.m. EST, on the Due Date shall be returned and will not be considered for this RFP. Failure to comply with any of the requirements of this RFP by the due date and time of the submittal, may result in the response not being considered.

5.2 BROKER & ADMINISTRATIVE SERVICES SELECTION PROCESS PROJECTED TIMELINE:

5.2.1	Issue Insurance Broker OCIP RFP-	Tuesday, March 2, 2010
5.2.2	Pre-Proposal Meeting	Tuesday, March 23, 2010
5.2.3	Last Day for Submitting Questions-	Tuesday, March 30, 2010
5.2.4	RFP Response Due Date-	Thursday, April 8, 2010
5.2.5	Short-Listing of Proposers-	Thursday, April 22, 2010
5.2.6	Interviews (if required)-	Thursday, May 6, 2010
5.2.7	Final Ranking-	Thursday, May 6, 2010
5.2.8	Negotiations end w/ 1 st Ranked-	Friday, May 28, 2010

5.3 PROJECT PROJECTED MILESTONES (Subject to change without notice):

- 5.3.1** Stage 1 & 2 Design Development Phase Complete- July 27, 2009
- 5.3.2** Stage 1 & 2 - 50% Construction Doc. Complete- March 29, 2010

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- 5.3.3 Stage 1 - Construction Start- December 2010
- 5.3.4 Stage 1 - Complete Construction Documents- September 2010
- 5.3.5 Stage 1 - Construction Duration-Stage 1- 36 months
- 5.3.6 Stage 1 - 1st. Performance- Fall, 2013
- 5.3.7 Stage 2 - Construction Start- TBD
- 5.3.8 Stage 2 - Construction Duration- TBD
- 5.3.9 Stage 2 - 1st. Performance- TBD

6.0 SCOPE OF SERVICES:

6.1 INSURANCE BROKER & ADMINISTRATIVE BASIC SERVICES: The Insurance Brokerage Services Scope of Services is attached as Attachment A.

7.0 INSTRUCTIONS FOR SUBMISSION OF RESPONSE:

7.1 CLARITY OF RFP: It is the responsibility of the Insurance Broker Entity submitting a response to the RFP to examine the entire RFP, seek clarification of any requirement that may not be clear, and check response for accuracy, before submitting a response. There will be a pre-proposal conference as indicated in the Proposed Project Time Table section of the RFP, to review the requirements of this RFP.

7.2 SUBMISSION REQUIREMENTS: In order to be considered, the Proposer must complete and submit the response to the Point of Contact in Section 3.2, by the response due date and time in Section 5.1. Responses to the RFP should be bound as a single document and should be organized into sections to facilitate review in a sequence consistent with the criteria listed in Section 8.0. Brevity is encouraged. *Submittals should include one (1) original, ten (10) copies, and one electronic (pdf) copy*, addressed to the Point of Contact, in a sealed package or box containing the Proposer's name and address on the outside. The words "Sealed Response to the OPAC Insurance Broker & Administrative Services RFP" shall be written on the outside of the package or box next to the proposing Proposer's name and address.

8.0 EACH SUMITTAL SHOULD INCLUDE:

8.1 COVER LETTER: A cover letter that lists the lead Contact Person for the Proposer with contact information (address, phones & email), the firms that make up the proposed Insurance Brokerage Entity, the organizational structure of the Proposer (single firm, joint venture, association, other) and a statement that specifically addresses the Proposer's commitment to the Project of the personnel listed in the Proposer's submittal. Additionally, please acknowledge the receipt of, and the dates of, all amendments issued following the release of the RFP, if any. The cover letter should be submitted with an original ink signature by the person authorized to commit the Insurance Brokerage Entity to the information contained within the response to the RFP.

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8.2 GENERAL INFORMATION: Please provide the following information in the RFP response:

- 8.2.1 ENTITY:** Include a description of the entity's ownership structure. If the Proposer is a joint venture, each firm must identify the share of ownership, responsibility and participation each entity will assume. Describe the Proposer's firm(s) in terms of size, number of employees and annual sales.
- 8.2.2 PRIOR EXPERIENCE:** Provide prior experience within the City of Orlando, Orange County, and/or the State of Florida. Provide prior experience in connection with large public assembly or use facilities (performing arts facilities, event centers, convention centers, airports, etc. with a project cost of over \$100 Million).
- 8.2.3 PROPOSER'S REFERENCES:** Provide a list of at least three (3) references with contact names, addresses, phone/fax numbers and email addresses for the Proposer. The reference list should include contacts, within the last seven years, public assembly and use projects where the entity provided similar insurance brokerage services for a CIP. References may be checked at the discretion of OPAC at any time.
- 8.2.4 BUSINESS LICENSES:** Provide a statement warranting that all federal, state, and local registrations, licenses, and permits required for the operation of business conducted by the entity, as would be required to undertake the scope of services contemplated by this RFP, are current and provide a copy of each with submittal.
- 8.2.5 PLAN OF OPERATION FOR PROPOSED SERVICES:** Provide a plan of operation that fully addresses how the services outlined in Attachment "A" would be provided. At a minimum, the plan of operation should provide the following information:
 - 8.2.5.1** State who the firm would assign to OPAC's account as account executive and primary support staff; provide resumes for these individuals, and current and proposed location for this Program;
 - 8.2.5.2** Describe the Proposer's ability to aid OPAC in controlling liability and property insurance costs and exposure over the course of the Project;
 - 8.2.5.3** Describe the responsibilities of the Proposer's support staff and how the support staff would interact with insurers, enrolled contractors and subcontractors, construction personnel and OPAC's contract administrator and identify the location of the support staff and local administrator during the projects construction;
 - 8.2.5.4** Describe any additional services that have not been outlined in this RFP that the Proposer offers to clients

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and that you believe could be of significant benefit to OPAC and the Project, together with any related fees for those services; these additional services may subsequently be incorporated into the agreement between OPAC and the successful respondent;

8.2.5.5 Describe the Proposer's ability to address thoroughly the broad range of issues involving the allocation of risk and responsibility and how the entity proposes to strengthen OPAC's understanding of these issues;

8.2.5.6 Describe the Proposer's claim investigation, contract review, payroll auditing, loss control and prevention, insurance cost projection, data management systems, project reporting and other OPAC's Insurance Program administration services; sample loss control reports, claims statements, and other applicable reporting forms should be provided;

8.2.5.7 Describe the Proposer's proposed plan of interface with OPAC's CM@R including the frequency of interface, subjects of interface, issues to be coordinated, safety program, on-site construction personnel registration, personnel clearance notification and other related subjects;

8.2.5.8 Describe the Proposer's plan for providing sufficient administrative staff for construction personnel registration to meet demand and needs of initial construction and other peak periods of construction activity without compromising the CM@R's capability to accomplish the schedule and work requirements of the project;

8.2.5.9 Describe the Proposer's plan for construction worker injury treatment, reporting of injuries, fraudulent claim prevention and approach and recommendations relative to an on-site or off-site EMR or treatment facility;

8.2.5.10 Describe the Proposer's ability to reach all primary insurers providing Program coverage; and

8.2.5.11 Describe any other considerations the Proposer believes to be important to its plan of operation.

8.2.6 APPROACH TO IMPLEMENT APPLICABLE GOALS OF THE BLUEPRINT AND TO ASSIST LOCAL MBE/WBE CONTRACTORS AND LABOR PROVIDERS FOR THE PROJECT: Provide a detailed description of the approach and special attention to assist local MBE/WBE contractors and labor providers with their interface with the OCIP for the Project in the operational plan as described in Section 8.2.5.

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- 8.2.7 MBE/WBE PARTICIPATION:** Identify the MBE/WBE firm(s), their name, local address and contact information, their per cent (%) participation in the fee (paragraph 8.2.9) for the Proposer's services and their operation role as a part of the insurance broker services in the OCIP.
- 8.2.8 FEASIBILITY STUDY:** Provide a preliminary feasibility study indicating cost, benefits and potential savings to OPAC for an OCIP reflecting the Stage 1 & 2 construction for this project.
- 8.2.9 FEE PROPOSAL:** Provide a fee proposal for the services as required in Attachment B. The Fee Proposal shall be submitted for each of Stage 1 and Stage 2 services and requirements separately, recognizing the plan of implementation for the project.

9.0 INTERVIEWS: (Optional, at the sole discretion of OPAC)

9.1 SCHEDULE FOR INTERVIEWS: *Interviews for Short Listed Insurance Brokerage & Administrative Service Entities may be scheduled for Thursday, May 6, 2010 in Orlando, Florida.* Entities will be notified not later than Thursday, April 23, 2010, regarding the time and location for their respective presentations and interviews.

9.2 PRESENTATION DURATION: Interviews will be no longer than fifty-five minutes (55 minutes) allowing thirty (30) minutes for presentation and twenty-five (25) minutes for questions and answers.

9.3 PURPOSE OF INTERVIEWS: The purpose of the interviews is to meet your proposed project team, become familiar with key personnel, and understand the project approach, plan of operation and ability to meet OPAC's stated OCIP objectives for this Project.

10.0 PROPOSAL EVALUATIONS:

10.1 PROPOSAL EVALUATIONS: Responses to the RFP will be evaluated based on the information provided for Section 8.0 and Exhibits A and B to this RFP. Evaluations will be based on 100 available points, as follows:

- 10.1.1 FIFTEEN (15) POINTS – EXPERTISE AND EXPERIENCE:**
Expertise and experience of entity with respect to design, procurement and administration of wrap-up insurance programs for projects of comparable size and complexity.
- 10.1.2 TEN (10) POINTS – KNOWLEDGE OF RELEVANT MARKETS:** Knowledge of relevant markets for all requested insurance products and demonstrated access to, and purchasing capability, within such markets.

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10.1.3 TWENTY (20) POINTS -- COMMITMENT TO ACHIEVE BLUEPRINT GOALS, MBE/WBE PARTICIPATION GOALS & APPROACH TO ASSIST LOCAL MBE/WBE CONTRACTORS AND LABOR PROVIDERS:

Commitment to MBE/WBE participation goals of Chapter 57 of the City Code, City Blueprint Program, and commitment to OPAC's and City's local business economic development efforts. Approach and operation plan to assist local MBE/WBE contractors and labor provider's participation with the insurance program for the Project.

10.1.4 TWENTY-FIVE (25) POINTS – OPERATION PLAN: Operation plan and knowledge of Orlando MSA construction market, local administration capability and work plan for claims administration and management of subcontractor premium deducts as outlined in 8.2.5.

10.1.5 THIRTY (30) POINTS – FINANCIAL PROPOSAL: Financial proposal in response to paragraph 8.2.8 and 8.2.9. The financial proposal shall be submitted for each of Stage 1 and Stage 2 services and requirements separately, recognizing the plan of implementation for the project.

11.0 MISCELLANEOUS CONDITIONS:

11.1 CONTACT WITH DECISION MAKERS: Upon receipt of the RFP and during the RFP Response Period, Proposer or members or representatives of such responding entities, are prohibited from any unofficial contact with the any Board Member of OPAC, OPAC's Selection & Construction Committee members, City Council members, City Mayor, Development Manager, Architect, CM@R, Consultants, City Construction Representatives, any officer or staff member of the City of Orlando, any officer or employee of OPAC, any officer or employee of the Project team other than the Point of Contact identified in Section 3.2. Any Proposer or member of Proposer's team who fails to comply with this requirement may be deemed ineligible for selection for this Project and may have their response eliminated from consideration. Any and all questions shall be directed to the Point of Contact. Any prohibited contact person noted above may contact the Proposer for clarification of a question during the RFP Response Period and the Proposer, responding to such inquiry, will not be violating this contact provision.

11.2 COST OF PREPARING RESPONSES AND ATTENDING INTERVIEWS: Proposer to this RFP and those subsequently preparing for and participating in interviews, do so at their sole expense and risk. OPAC will not reimburse the cost of developing, presenting, providing, or otherwise responding to the RFP, interview or subsequent negotiations.

11.3 OPAC RESERVED RIGHTS:

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11.3.1 Subsequent to the issuance of the RFP, OPAC reserves the right to: (i) issue amendments to the RFP; (ii) request clarifications to any response by any entity; (iii) waive any informality or irregularity; (iv) negotiate modifications to responses; and/or (v) reject any and all proposals received or portions thereof. No Proposer is guaranteed the award of the Insurance Broker Agreement.

11.3.2 By responding to the RFP, the Proposer acknowledges OPAC's right to undergo this selection process with no commitment that an Agreement will be offered to any Proposer. OPAC further reserves the right to negotiate the proposed compensation and terms of the Agreement.

11.4 OPAC'S RIGHT TO NEGOTIATE ANY AND ALL TERMS:

Nothing contained within the response to the RFP or stated/asked in the interview is a concurrence by OPAC that such item will be considered or is inclusive within the eventual Agreement entered into with the selected entity, unless such item is specifically addressed/included in the respective Agreement. The responses to the RFP serve as an indicator of items OPAC may elect to include at some point, at its sole discretion, into the Agreement.

11.5 PROPERTY RIGHTS: All responses and materials submitted in response to this RFP or provided in the interview shall become the property of OPAC.

11.6 PROPOSAL EXPIRATION: The Proposer's proposals, financial and personnel commitments in response to this RFP shall not be subject to the Proposer's modification or retraction for a period of one hundred twenty days (120 days) from the response due date noted in 5.1. This requirement does not modify or impede any rights reserved by OPAC as heretofore noted.

12.0 ATTACHMENTS:

12.1 "A" – INSURANCE BROKER SCOPE OF SERVICES

12.2 "B" – OPAC CM@R CCIP REQUIREMENTS

END OF REQUEST FOR PROPOSAL