



**Central
Arizona
College**

ACKNOWLEDGMENT OF RECEIPT

Description: **Athletic Insurance**

Proposal #: **2324-004**

Addendum #: **N/A**

Number of pages to follow: **24**

Please provide the requested information below as acknowledgment that you have received our RFP referenced above. It is *strongly recommended* that interested proposers complete this acknowledgment and return to us by mail, Email or fax.

Central Arizona College
Purchasing Department
8470 N Overfield Rd
Coolidge AZ 85128
Email: purchasing@centralaz.edu
Fax: (520) 494-5234

Only firms returning completed acknowledgments will receive addenda to this RFP. RFPs from firms not acknowledging the addenda shall be considered incomplete and subject to disqualification.

Name of Firm: _____

Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Name (print): _____ Title: _____

Signature: _____ Date: _____

PINAL COUNTY COMMUNITY COLLEGE DISTRICT

CENTRAL ARIZONA COLLEGE

REQUEST FOR PROPOSAL 2324-004 ATHLETIC INSURANCE

For questions regarding this, please contact:

Mark Salaz
Director of Purchasing
8470 North Overfield Road
Coolidge, AZ 85128
Telephone #: (520) 494-5251
Fax #: (520) 494-5234
Email Address: mark.salaz@centralaz.edu

For an electronic PDF copy of this RFP, please follow the thread below:

www.centralaz.edu → "About Central" → "Purchasing" → "Bids & RFPs"

Schedule of Events	Date
Request for Proposal Issued	6/3/2024
Legal Ad Run Date	6/6/2024
Proposals Due	6/26/2024 by 3:00 PM Arizona Time

All correspondence regarding this RFP will be done solely through the Director of Purchasing at Central Arizona College. Any communication with staff or committee members during this RFP process may result in the rejection of your proposal.

PART 1. GENERAL

1.1 INTRODUCTION

Central Arizona College, herein referred to as CAC, is a dynamic and multifaceted institution of higher education featuring six campuses and centers strategically located throughout Pinal County for the purpose of educating the diverse population of the region. The institution serves more than 10,000 students.

1.2 BACKGROUND

CAC is the largest provider of postsecondary education in central Arizona. While the college opened in 1969 with one campus, today it consists of multiple campuses and centers strategically located throughout Pinal County. The campuses and centers are:

1. Aravaipa Campus
2. Florence Center
3. Maricopa Campus
4. San Tan Campus
5. Signal Peak Campus / District Administration
6. Superstition Mountain Campus

PART 2. PROPOSAL INSTRUCTIONS

2.1 PURPOSE OF RFP

Central Arizona College is requesting proposals for Athletic Insurance, covering approximately 260 athletes for the following sports listed:

- | | |
|-----------|---|
| Women's – | Basketball, Cross Country, Softball, Rodeo, Track, and Volleyball |
| Men's – | Baseball, Basketball, Cross Country, Rodeo and Track |
| Other – | Student Managers, Student Trainers |

2.2 PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to assure that Proposals are received as follows: **The Proposal packet must contain one (1) original and three (3) copies of the proposal. The original must be clearly marked "Original" and the Proposal packet must be delivered sealed.**

The Proposals must be addressed to and received **no later than 3:00 PM Arizona Time on Wednesday, June 26, 2024.**

Central Arizona College
Purchasing Department
Room H-120
8470 North Overfield Road
Coolidge, AZ 85128-9030

Proposals received after this time and date shall not be considered and will be returned unopened.

The following information must be clearly visible on the outer most Proposal Packaging:

RFP #2324-004, Student Athletic Insurance

NOTE: If you are hand carrying or having a proposal package hand delivered, you or the delivery agent should allow sufficient time to arrive, park and deliver your proposal package. This applies to any other method of delivery (FedEx, UPS, USPS, etc.) as well. Late proposals will not be accepted or considered for award. **Regardless of the method of delivery, it is your responsibility to ensure on-time delivery of the proposal package.**

2.3 PROPOSAL EVALUATION/AWARDS

This Request for Proposal does not constitute a commitment by the College to award a contract. The College reserves the right to waive any informality, to reject any or all proposals, or to cancel this Request for Proposal. The award shall be made to the Proposer serving the best interests of College, based on the evaluation factors specified in this RFP.

2.4 PROPRIETARY INFORMATION

In the event any Proposer includes in its proposal any information it believes to be proprietary or protected, the Proposer shall clearly mark that information with the term "Proprietary." The College, as a public entity, cannot and does not warrant that proprietary information will not be disclosed.

2.5 PROPOSAL FORM

All proposals must be submitted in writing. Oral, telephone, facsimile (fax machine) or computer data transfer proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents. Voluminous proposals are specifically NOT encouraged.

2.6 WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request at any time **prior** to the deadline set for receipt of proposals. No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after due date. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

2.7 PROPOSAL COSTS

Any and all costs associated with the preparation of responses to this Request for Proposals, including site visits, oral presentations and any other costs, shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the College.

2.8 ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the College. The College will schedule the time and location for any presentations as requested.

2.9 AWARD WITHOUT DISCUSSION

The College reserves the right to make an award without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

2.10 CONTRACT COMMENCEMENT/TERM

It is the intent of the College to commence the resulting contract as soon as awarded. A written Notice of Award will be made prior to commencement of performance.

The College will only pay off invoices provided by the proposer and by the terms agreed upon.

2.11 CENTRAL ARIZONA COLLEGE MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by Central Arizona College's Purchasing Department. **Only firms returning completed "Acknowledgment of Receipt" forms will receive addenda to this RFP.** Addendums are emailed to the contact person indicated on the "Acknowledgment of Receipt" form.

PART 3. GENERAL TERMS AND CONDITIONS

These General Terms and Conditions, the other provisions of the RFP and amendments to it, the Proposer's proposal, and the College's purchase order terms and conditions will constitute the provisions of the contract between the College and successful Proposer ("Contract"). The College reserves the right to negotiate with the successful Proposer and modify any of the provisions of the Contract upon mutual written agreement of the parties.

3.1 PARTIES TO AGREEMENT

The Contract shall be between Central Arizona College and the successful Proposer ("Contractor").

3.2 LIABILITY FOR TAXES

The Contractor is responsible for paying all taxes applicable to its operations, business property and income. The College shall not be liable for any tax imposed either directly or indirectly upon the Contractor, except that the College will pay as part of the Contract price any transaction privilege or use tax assessed on Contractor's provision of the services or materials under the Contract.

3.3 FORCE MAJEURE

If the performance of a party under this Contract is interrupted or suspended due to riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, or other condition beyond any control of that party ("Force Majeure"), performance will be suspended or excused for the reasonable duration of the Force Majeure. The party claiming that its performance is interrupted or prevented must promptly deliver notice to the other party identifying the Force Majeure and use its best efforts to perform to the extent that it is able. If the Force Majeure does not abate within a reasonable amount of time, then either party may terminate this Contract by providing written notice to the other party. Alternatively, the parties may agree to extend the term of the Contract for a period of time equal to the duration of the Force Majeure.

3.4 CONTRACT ASSIGNMENT

Contractor may not, in part or in whole, subcontract (except as otherwise specified in Contractor's proposal to the RFP), delegate or assign this Contract without the prior written permission of a representative of Central Arizona College authorized to sign contracts.

3.5 NO WAIVER

Central Arizona College's failure to notify the Contractor or to object to the Contractor's non-compliance with the terms of the Contract shall not be deemed a waiver of Central Arizona

College's right to demand compliance with the Contract or to terminate the Contract for breach for the Contractor's subsequent non-compliance with any term of the Contract, or its repeated failure to perform according to the Contract.

3.6 FERPA

If Contractor has access to students' educational records, Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this Contract. Except as necessary to perform the work under this Contract, Contractor is prohibited from disclosing those records. At all times during this Contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects and shall be responsible for ensuring that any subcontractors involved in the Contract work also comply.

3.7 INSURANCE REQUIREMENTS

Minimum Insurance

Without limiting any liabilities or any other obligation of the Contractor, the Contractor shall purchase and maintain (and cause its subcontractors to purchase and maintain), in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least A- VII in the current A.M. Best's, the minimum insurance coverage below:

Commercial General Liability

The contractor will maintain commercial general liability insurance with minimum limits of \$1,000,000 per occurrence for Bodily Injury, Property Damage, Personal Injury, Products and Completed Operations, Independent Contractors Coverage, Blanket Contractual Liability, and Fire Legal Liability including but not limited to the liability assumed under the indemnification provisions of this contract.

Automobile Liability

Insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles.

Workers Compensation

Contractor will provide workers compensation insurance as required by Federal law or the State of Arizona Workers Compensation statutes, as follows:

Bodily Injury by Accident: \$1,000,000 each accident

Bodily Injury by Disease: \$1,000,000 each employee; \$ 1,000,000 policy limit

The successful contractor must provide Central Arizona College with certified copies of all policies and endorsements within ten (10) calendar days of contract signature.

Professional Liability

Insurance, if applicable, covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

Certificates of Insurance

Certificates of Insurance acceptable to Central Arizona College shall be issued and delivered prior to the commencement of the work defined in this contract, and shall identify this contract and include certified copies of endorsements naming Central Arizona College as Additional Insured for liability coverage. The certificates, insurance policies and endorsements required by this paragraph shall contain a provision that coverage afforded will not be cancelled until at least thirty (30) days prior written notice has been given to Central Arizona College. All coverage, conditions, limits and endorsements shall remain in full force and effect as required in this contract.

3.8 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the College, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the negligent or intentional acts or omissions of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of the Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

Contractor shall also indemnify, defend and hold harmless Central Arizona College and its officers, officials, employees and agents against any claim (including but not limited to attorney fees and court costs) that their authorized use of Contractor's services or materials under this Agreement violates the claimant's property rights. Contractor shall be responsible for obtaining any intellectual property consents for materials or services that it provides under this Contract.

3.9 PROVISION OF SUPPLIES, MATERIALS AND LABOR

The Contractor shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the services or materials it supplies under this Contract, or in subsequent extensions or amendments.

3.10 CONFLICT OF INTEREST

Notice is given of Arizona Revised Statutes §38-511 under which Central Arizona College may cancel a contract without recourse for any conflict of interest described in that law. See: <http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/38/00511.htm&Title=38&DocType=ARS>

3.11 SAFEKEEPING OF RECORDS

Contractor shall keep in a safe place all financial and performance records and statements pertaining to this Contract for a period of three (3) years from the close of each term of the Contract.

3.12 AUDITS

Contractor shall make available during normal business hours and with advance notice from the College all records pertaining to the Contract for purposes of audit by College staff or other public agencies having jurisdiction over or audit rights involving the expenditure of College funds.

3.13 CHARGES OUTSIDE SCOPE OF AGREEMENT

Charges of or expenses of the Contractor for relating to its performance of this Contract that are not included in the Contract price are the sole responsibility of the Contractor and not reimbursable by the College.

3.14 NON-DISCRIMINATION

In connection with the performance of work under this Contract, the Contractor agrees to comply with all applicable laws relating to discrimination and equal opportunity. Additionally, Contractor shall not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including sexual harassment and pregnancy), sexual orientation, handicap/disability, age and disabled or Vietnam era veteran status. The Contractor shall at all times comply with the Americans with Disabilities Act as it may apply.

3.15 COMPLIANCE WITH LAWS

The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments to it) and shall indemnify, hold harmless, and defend the College from any and all costs or expenses whatsoever arising out of Contractor's compliance or noncompliance with that law. Additionally, Contractor agrees to abide by all applicable laws that apply to it and this Contract, including executive orders of the Governor of the State of Arizona.

3.16 CONTRACT TERMINATION

Central Arizona College may terminate this Contract for convenience by giving Contractor 15 day's written notice of termination. A non-breaching party may terminate this Contract for the failure of the other party to comply with this Contract by giving that other party 10 days' written notice of the failure to comply. Central Arizona College may terminate this Contract immediately if the Contractor files for bankruptcy or receivership, or takes any actions relating to insolvency, such as an assignment for the benefit of creditors.

3.17 INTERPRETATION

The parties intend this Contract to express their complete and final agreement.

3.18 CURE; REPLACEMENT

The Contractor shall perform all requirements of the Contract in a manner consistent with the highest industry standards. If Central Arizona College provides the Contractor with a 10-day written notice under the Contract Termination clause that Contractor has breached the Contract, the Contractor must take immediate action to correct the deficiency identified in the notice. Contractor's failure to cure the deficiency within 10 days of receipt of the written notice will result in termination of the Contract. On termination, Central Arizona College has the right to purchase replacement services or materials and well as all of its remedies under applicable law and in equity. That includes recovery of its expenses and the costs associated with the Contractor's failure to comply with the Contract, including the costs of alternative services or materials to complete the Contract work to Central Arizona College's satisfaction.

3.19 RISK

The Contractor assumes all risk as to difficulties that are due to any unfavorable conditions within its direct and indirect control. Additionally, the Contractor assumes all risk for difficulties in the nature of the project or the work that the Contractor knew or should have known about at the submission of each its proposal under the RFP or, if applicable, individual statements of work under this Contract.

3.20 CONFIDENTIAL INFORMATION/PRIVACY LAWS

For purposes of this Contract, Confidential Information is defined as any and all information and data whose collection, disclosure, protection, and disposition are governed by state or federal law or regulation. This information includes, but is not limited to, Social Security Numbers, student records, financial records regarding students (or their parents or sponsors), financial and personal information regarding Central Arizona College employees, and other personally identifiable information identified by law. Contractor agrees that Confidential Information provided to them during the Contractor's provision of any services under the Contract shall be used only and exclusively to support the service and service execution and not for any other purpose. This shall include not examining data for targeted marketing either within the confines of the service or external to the service (e.g., keyword indexing). The Contractor may use aggregate statistics on service usage in order to enhance or optimize the functionality of the service. Contractor warrants and confirms that it meets the Payment Card Industry Data Security Standard (PCI) and other major payment card association security requirements related to cardholder data.

3.21 PAYMENT

Central Arizona College will pay for services or materials under the Contract after the Contractor has supplied them and only after the Contractor submits a detailed invoice itemizing the services/deliverables or materials provided and the dates that they were provided. Central Arizona College may request supporting documentation for an invoice. Where the Contractor is to provide services or materials over a period of time, such as for a project, Central Arizona College may agree to pay progress payments. Progress payments will be paid in arrears and requires that the Contractor submit the detailed invoice specified in this clause. Central Arizona College reserves the right to dispute an invoice or make partial payment based on the Contractor's failure to perform the Contractor's work according to the Contract, including for lack of timeliness or failure to provide deliverables. **CONTRACTOR MAY NOT BEGIN WORK UNDER THE CONTRACT NOR WILL ANY PAYMENT BE MADE WITHOUT THE CONTRACTOR RECEIVING A SIGNED PURCHASE ORDER FROM THE CENTRAL ARIZONA COLLEGE PURCHASING DEPARTMENT.**

3.22 BILLING

If Central Arizona College permits the Contractor to receive progress payments, Contractor may only invoice in increments of 30 days or more. The monthly billings should be submitted to the BILL TO address or E MAIL ADDRESS shown on the PO.

3.23 ADVERTISING AND PROMOTION

The name or logos of the Central Arizona College or those of any of the colleges, skill centers, or programs under Central Arizona College's jurisdiction, shall not be used by Contractor except as may be required to perform this Contract.

3.24 LEGAL WORKER REQUIREMENTS

To the extent applicable to this Contract under Arizona Revised Statutes § 41-4401, Contractor warrants on behalf of itself and its subcontractors that it verifies the employment eligibility through the e-verify program of any employee it hires and complies with federal immigration laws and regulations relating to their employees. Contractor understands that a breach of this warranty is a material breach of the Contract that is subject to penalties up to and including termination of the Contract. As required by law, Central Arizona College retains the legal right to inspect the papers relating to the Contract of any Contractor or subcontractor employee who works on the Contract to ensure that the Contractor or subcontractor is complying with the warranty specified in this clause.

3.25 NO WAIVER OF SOVEREIGN IMMUNITY

Nothing in this Agreement shall be interpreted or construed to waive Central Arizona College's sovereign immunity under the laws of the State of Arizona.

3.26 APPLICABLE LAW

The laws of the State of Arizona apply to every aspect of this Contract.

3.27 PROPERTY RIGHTS

Except for pre-existing works of the Contractor or works of third parties for which Contractor has the permission to supply to Central Arizona College under this Contract, Central Arizona College shall, at all times, retain ownership in and the rights to any creative works, research data, reports, designs, recordings, graphical representations, or works of similar nature (“Works”) to be developed and delivered under this Contract. Contractor agrees that the Works are “works for hire” and assigns all of the Contractor’s right, title, and interest to Central Arizona College.

3.28 DOCUMENTATION OF ANALYSES TO SUPPORT FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

If the work under the Contract requires the Contractor to make findings, conclusions or recommendations to Central Arizona College, the Contractor shall retain during performance and provide to Central Arizona College detailed analyses relating to each of its findings, conclusions or recommendations, whether or not the analyses support or are inconsistent with the findings, conclusions or recommendations. Unless specified in Part 5 of this RFP, Contractor shall provide that documentation separately but at the same time that it presents its findings, conclusions and recommendations. Central Arizona College reserves the right to withhold or deduct payments otherwise due to Contractor if it fails to provide the detailed analyses.

3.29 NOTICES

Notices to Central Arizona College under this Contract shall be made to: Director of Purchasing, Central Arizona College, 8470 N. Overfield Road, Arizona 85128-9030.

3.30 REVISIONS TO THE CONTRACT WORK OR PRICE

Contractor is on notice that the only Central Arizona College representatives who may authorize revisions to the Contract are the persons at Central Arizona College’s Office authorized to sign contracts. Revisions include deletions of or additions to the work, alterations of performance time, or changes in pricing. Any revision must be reflected in a written amendment to the Contract that is signed by a representative of Central Arizona College authorized to sign contracts. The person requesting a revision in the Contract, whether it is the Contractor or a Central Arizona College employee, must provide the Central Arizona College authorized representative with documentation to support the requested change. It is the Contractor’s responsibility to ensure that revisions of the Contract have been appropriately authorized before proceeding with the revised work.

3.31 GIFTS, GRATUITIES, UNRELATED COMPENSATION AND CONFLICTS OF INTEREST

In the interest of public stewardship, Central Arizona College holds its employees, officers, and vendors to high ethical standards. Arizona state law prohibits a Central Arizona College employee or officer from participating in any way in any Central Arizona College decision, contract, sale or purchase if he or she has received something of value from an outside party whose interests are involved in that Central Arizona College decision, contract, sale or purchase. Additionally, Arizona state law precludes any Central Arizona College employee or officer from obtaining compensation of any kind for performing his or her responsibilities other than the compensation provided by Central Arizona College. Central Arizona College also has adopted a regulation that prohibits any employee from accepting any cash, currency, meal, beverage or cost of entertainment if it could be interpreted as an enticement to receive Central Arizona College business (whether or not paid for by a vendor or by a vendor's personal funds) or if there is an expectation of future financial benefit to the vendor. In keeping with these policies, Contractor certifies that neither it nor, if applicable, its subcontractors, suppliers, or distributors, has offered anything of value, and will not offer anything of value so long as it does business with Central Arizona College, to a Central Arizona College employee or officer responsible for Central Arizona College decisions, contracts, sales or purchases that may benefit Contractor or its subcontractors, suppliers or distributors.

3.32 COOPERATIVE PURCHASING

Central Arizona College has entered into Cooperative Purchasing Agreements with the State of Arizona, and other public entities. Central Arizona College is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements, and with the acceptance of this contract, these organizations may access any subsequent agreement/contract resulting from the solicitation done by Central Arizona College.

3.33 DEBARMENT AND SUSPENSION

If the organization, business or person submitting this RFP has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the company must fully explain the circumstances relating to the preclusion or proposed preclusion in the bid. The company shall include a letter with its RFP stating the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of a suspension or debarment that is currently pending, and a detailed description of all relevant circumstances including the details enumerated above.

PART 4. PROPOSAL REQUIREMENTS

This section of the RFP lists requirements that require specific, written responses or confirmations. To be considered for selection, Proposer must demonstrate in their proposal that it meets the following requirements and has provided all required information.

4.1 SPECIFIC REQUIREMENTS

4.1.1 Insurance Policy Information

- A. This policy covers all student athletes, student managers, and student trainers WHILE PARTICIPATING IN INTERCOLLEGIATE SPORTS (including participation in scheduled games, supervised practice sessions, and authorized group or team travel to and from such events) both at home and when away from home during institution sponsored events.
- B. The College wishes to maintain the same level of Athletic Insurance as we currently have. Maintain Coverage:
 - A. \$25,000 per accident
 - B. Dental treatment
 - C. Physical therapy
 - D. Ambulance service
 - E. Braces & orthopedic appliances
 - F. Semi-private room
 - G. Death, dismemberment and loss of sight schedule
- C. Awarded vendor must provide quarterly and year end paid claims report to the following address:
 - Central Arizona College
 - Purchasing Office
 - 8470 North Overfield Road
 - Coolidge, AZ 85128
 - (520) 494-5250
 - Fax: (520) 494-5234
- D. Student Athletic Insurance for the 2019-2020 through 2023-2024 school years was with:
 - Risk Strategies Company
 - 2180 South 1300 East, Suite 450
 - Salt Lake City, UT 84106
 - (801) 412-2623

- E. The following is a recap of the premiums and claims for 2019-2020 through 2023-2024. These figures are the most recent received through April 30, 2024. The insurance claims shown were contracted on zero deductible.

Year	Premium	Claims	Provider
2019-2020	\$74,224.00	\$13,043.14	Mutual of Omaha
2020-2021	\$72,123.00	\$13,379.45	Mutual of Omaha
2021-2022	\$61,814.00	\$79,562.60	Mutual of Omaha
2022-2023	\$56,320.00	\$21,682.79	Mutual of Omaha
2023-2024	\$53,758.00	\$8,225.89	Mutual of Omaha

- F. RFP is based on secondary coverage.

4.1.2 Term

- A. The bid is for a one year term for coverage beginning August 1, 2024 through July 31, 2025, with an option of four (4) additional one-year terms renewable annually with the approval of both parties. Additional coverage years will begin on August 1st and end July 31st.
- B. By May 31st of the contract year, the provider will supply the College with a contract for the following year. The provider may increase or decrease the premium for a future year based upon claims paid and other market factors. The College at its discretion will determine whether to accept the contract or extend the contract for an additional year.

4.1.3 RFP Submittal Requirements

The following information is required and will be used in the evaluation of the RFPs received to determine award

- A. Show exclusions of coverage.
- B. Where will claim be paid?
- C. Include:
 Basic plan insurance carrier name
 Insurance carrier A.M. best rating
- D. Include name of catastrophic plan insurance carrier along with cost.
- E. Include proposal amounts as follows:
- | | |
|-------------------------|------------------------------------|
| \$5000 Deductible Rodeo | \$0 Deductibles all other sports |
| \$5000 Deductible Rodeo | \$250 Deductibles all other sports |
| \$5000 Deductible Rodeo | \$500 Deductible all other sports |

- F. Vendor is required to provide the following information as part of their RFP in the format indicated.
1. Provide a minimum of three (3) community college student athletic insurance references.
 2. Completed RFP Response Pages - The supplier must complete and return all required information, including:
 - a. Page 16 of this RFP – Complete Schedule of Benefits
 - b. Page 17 of this RFP – Rate Sheet
 - c. Page 18 of this RFP – Cost Sheet
 - d. Pages 19-20 of this RFP – Questionnaire
 - e. Page 21 of this RFP – Company Information Sheet
 - f. Page 22 of this RFP – Non-Collusion Affidavit

G. RFP's must be sealed and clearly marked on the outside packaging **RFP# 2324-004, Student Athletic Insurance.**

H. RFP must be mailed or delivered to:

Central Arizona College
Purchasing Office, Room H120
8470 N Overfield Rd
Coolidge, AZ 85128

Normal business hours are Monday – Thursday 8:00 AM – 6:00 PM, AZ Time. Deliveries will ONLY be accepted during these times.

I. Telephone, Fax or Email bids will not be accepted.

J. RFP's received after 3:00 PM, AZ Time on June 26, 2024 will not be accepted.

4.3 AWARD CONSIDERATION

From the total information requested, determination shall be made of the Proposer's ability to serve the colleges. Only proposals from responsible organizations or individuals, as determined by Central Arizona College, which have the capability of providing the required services under this RFP, shall be considered. Representatives from the College reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The College reserves the right to negotiate any and all provisions presented in the proposals.

PART 6. EVALUATION CRITERIA

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first. All proposals will be reviewed for conformance with the requirements and evaluated with the following criteria:

1. Qualifications and experience in providing comparable services to other clients.
2. Cost.
3. Compliance with and responses to the requirements of this RFP.

RFP# 2324-004 RESPONSE

Complete Schedule of Benefits

Must be returned with your RFP

Please include in your RFP whether the following on are covered and /or dollar amount.

Maximum per injury (Base Plan)	Y/N ___	\$ _____
Maximum per injury (Catastrophe)	Y/N ___	\$ _____
Accidental Death Benefit	Y/N ___	\$ _____
Dismemberment /Paralysis	Y/N ___	\$ _____
Permanent Total Disability	Y/N ___	\$ _____
Dental Benefit	Y/N ___	\$ _____
Benefit Period (Base Plan)	Y/N ___	\$ _____
Period for the first expense	Y/N ___	\$ _____
Full Excess	Y/N ___	\$ _____
Expanded medical benefit	Y/N ___	\$ _____
MO/PPO Denial Coverage	Y/N ___	\$ _____
Pre-Existing Conditions Coverage (For conditions w/Med clearance)	Y/N ___	\$ _____
Guest/ recruit Coverage	Y/N ___	\$ _____
Heart/Circulatory Benefit	Y/N ___	\$ _____
Re-Injury	Y/N ___	\$ _____

RFP# 2324-004 RESPONSE

Rate Sheet

Must be returned with your RFP

Note that the number of participants per sport is an estimate only.

PLEASE STATE RATE AS INDICATED BELOW - secondary coverage:

Give quote per participant sport: Quote #1 – using Rodeo Team with a \$5,000 deductible, and Quote #2 – excluding Rodeo

	Quote #1	Quote #2
Athletic Coverage per Participant		
OR		
Per Participant per Sport		
Women’s Cross Country (7)		
Women’s Basketball (10)		
Women’s Track (11)		
Women’s Softball (16)		
Women’s Rodeo (30) \$5,000 Deductible		
Women’s Volleyball (13)		
Men’s Cross Country (12)		
Men’s Track (19)		
Men’s Basketball (0)		
Men’s Baseball (35)		
Men’s Rodeo (30) \$5,000 Deductible		
Student Managers (0)		
Student Trainers (0)		

COST SHEET BREAKDOWN
Must be returned with your RFP

BASIC STUDENT ATHLETIC INSURANCE COVERAGE

\$5,000.00 deductible – Rodeo
\$0.00 deductible all other sports

GRAND TOTAL BASIC INSURANCE COVERAGE

\$5,000.00 deductible – Rodeo
\$250.00 deductible all other sports

GRAND TOTAL BASIC INSURANCE COVERAGE

\$5,000.00 deductible – Rodeo
\$500.00 deductible all other sports

GRAND TOTAL BASIC INSURANCE COVERAGE

NJCAA CATASTROPIC INSURANCE COVERAGE

**GRAND TOTAL CATASTROPIC INSURANCE
COVERAGE**

QUESTIONNAIRE

Must be returned with your RFP

1. Do you have an 800 number for questions about claims?

Yes _____ No _____ Telephone# _____

If no, do you have a local number or a number we can call collect?

Yes _____ No _____ Telephone# _____

2. Will your company be assigning a local representative to answer insurance questions?

Yes _____ No _____

If yes, please fill out the following information:

Representative's Name: _____

Address: _____

Telephone# _____

Fax# _____

Email address: _____

3. Do you have someone who can periodically review problem claims on site?

Yes _____ No _____

4. What is the address of your claim payment office:

Telephone# _____

QUESTIONNAIRE (Continued)
Must be returned with your RFP

5. What is your guaranteed turnaround time for paying claims?

6. Do you require a form to be filled out by each doctor for the same claim?

Yes _____ No _____

7. Do you require a form to be filled out by each hospital for the same claim?

Yes _____ No _____

8. Do you have a system to file claims online?

Yes _____ No _____

9. Is your company registered to do business in the State of Arizona?

Yes _____ No _____

10. Will you provide monthly claim payment reports?

Yes _____ No _____

11. Will you provide monthly claim suspense reports?

Yes _____ No _____

12. Will you provide year-end loss reports?

Yes _____ No _____

COMPANY INFORMATION SHEET

Must be returned with your RFP

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone# _____

Office Fax# _____

Cell Phone# _____

Contact Name: _____

Contact's Title: _____

Email Address: _____

Business Entity (LLC, Sole Proprietor, etc.): _____

Do you collect Sales or Use Taxes for the State of Arizona? (Yes/No) _____

Tax ID# _____

My Company is not debarred or suspended _____

My Company is debarred or suspended or currently pending _____. Explanation is attached

Contact's Signature:

Date:

RFP# 2324-004 RESPONSE

NON-COLLUSION AFFIDAVIT

Must be returned with your RFP

State of _____)
) ss
County of _____)

_____, affiant, the
_____(Title)

(Proposer)

The person(s), corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

Signature Date

(Title)

Subscribed and sworn to before me
this ____ day of _____, 20____.

Signature of Notary Public in and for the

County of _____, State of _____
(Seal)