



PUEBLO de SAN ILDEFONSO

Request for Proposal for Insurance Coverage

The Pueblo de San Ildefonso (hereafter called “Pueblo”) is requesting sealed, competitive proposals from qualified Insurance brokers to supply the Pueblo with Insurance Coverage for 1 year. Starting July 1, 2023.

The successful broker shall provide a full range of services, including but not limited to the procurement of Pueblo insurance coverages, assisting staff with insurance related issues and providing detailed, written insurance coverage recommendations.

Pueblo de San Ildefonso is a native American tribe located about 22 NW of Santa Fe, NM. We have been here since at least 1680.

RFP REQUIREMENTS

The proposal should be concise, well organized, and demonstrate the proposer’s qualifications and experience.

The written proposal must include a discussion of the proposer’s approach, a breakdown and explanation of project tasks, a proposed project schedule, and estimate of costs, and documentation of the firm and consultant’s qualifications for the scope of work.

The Proposer will provide to Pueblo de San Ildefonso Insurance Coverage that at the minimum comprise of the following:

- 1. Autos.** The Pueblo has approximately 40 vehicles. Preference will be for \$1 Million liability, un-insured motorist, personal injury, property damage and towing and labor
- 2. Buildings.** The Pueblo has approximately 40 buildings. Commercial Property Coverage, equipment breakdown coverage, commercial inland marine coverage, crime and fidelity coverage, commercial liability coverage, liquor liability coverage, tribal officials and management liability coverage, employment related practices coverage, misc liability coverage, fiduciary liability coverage, excess liability coverage. Approximate \$14 Million coverage on the buildings. 5K deductible.
- 3. Workmen’s Compensation for Tribes.** Approximately 70 employees. 20K per occurrence, 10K per employee per occurrence, 2K bodily injury by accident, 2k bodily injury by disability Aggregate, 2k bodily injury by disability each employee.

PROPOSER QUALIFICATIONS

We are looking for a broker/consultant to provide a wide range of services related to our insurance and risk management program. We are seeking a broker authorized to do business in the State of New Mexico, with experience in similar size entities and lines of business.

The broker must obtain all levels of insurance for the Pueblo and its entities, including the following activities:

1. Designate and name, in writing, a service team that will be available to the Pueblo at any time upon reasonable notice on all matters relating to insurance matters.

2. Make coverage recommendations in terms of exposure, policy terms, and conditions, service capability and pricing.
3. Obtain insurance coverage and premium quotations for the Pueblo.
4. Prepare coverage with financially sound and stable carriers. Obtain favorable pricing.
5. Provide a service team to identify and analyze exposures to accidental loss or damage and develop necessary methods to remedy exposures. Monitor the results and adjust, as necessary.
6. Provide staff support to assist in the annual update of the Pueblo's property schedule, including researching any details about said property requested by insurance carriers.
7. Utilize standard policies where requirements are not unique and there are advantages to doing so.
8. In February of each year, prepare a forecast for the next fiscal year (July 1 through June 30) of insurance premiums and services costs, and provide notice to interim changes when anticipated.
9. Coordinate the servicing of claims, including claims audits as directed by the administrative staff.
10. As mutually agreed, initiate marketing of renewal lines of coverage at least three months in advance of expiration.
11. Develop specifications and market the coverage as required within 60 days of renewal, present renewal options to the Pueblo as directed.
12. Assist in negotiating changes to insurance policy language with underwriters as needed
o Document any negotiated changes, and review actual policies once obtained to ensure that negotiated provisions are correct and worded accordingly.
13. Bond, place, and invoice coverage promptly; deliver policies within 90 day of coverage going into effect.
14. Upon receiving notice of a claim from the Pueblo, place appropriate carriers on notice of claim, but do not tender claim unless coverage is refused.

Questions on this RFP may be submitted to:

Tribal Services Director
Pueblo de San Ildefonso
02 Tunyo Po
Santa Fe, NM 87506

Phone: 505-455-4105

Fax: 505-455-7351

Email: tsd@sanipueblo.org

INVITATION FOR PROPOSALS

You are invited to submit a sealed proposal to:

RFP -Insurance Coverage
Tribal Services Director
Pueblo de San Ildefonso
02 Tunyo Po (use this street address for courier service)
Santa Fe, NM 87506.

RFPs **must be received** no later than 4 PM local time on May 30, 2023.

Send electronically (PDF only) to:

E-Mail: tsd@sanipueblo.org (Not delivered until receipt sent back)

Or by mail/courier to:

Tribal Services Director
Pueblo de San Ildefonso
02 Tunyo Po
Santa Fe, NM 87506

If you have questions about this RFP, or need further clarification please call or email our Tribal Services Director at the email above or phone 505-455-4105.

PROPOSAL CONTENTS

Proposals shall be limited to ten (30) written pages. Proposals shall address the following items:

1. Briefly describe your organization, including number of locations and employees.
2. Location where is your company is headquartered?
3. Please briefly describe your company ownership.
4. Provide you company's financial status and stability.
5. List other clients that are similar to KTO and how long they have been clients.
6. Provide at least three (3) references with their contact information and length of service with your organization.
7. Provide an organization chart of employees that would be working closely with us.

Brokerage and Consulting Services

1. Provide an overview of your Brokerage and Consulting Services.
2. List all insurance types that you broker (i.e. Property Coverage, General Liability, and Cemetery Errors & Omissions etc.)
3. Which carriers are you associated with?
4. What can we expect for the day-to-day servicing of our account?
5. Describe how your organization tracks objectives and activities associated with our organization.
6. Describe how your organization tracks and audits claims.
7. What type of additional services and resources do you provide?
- Please describe each and list any associated costs.
8. Describe your customer service structure and hours of operation.
9. Is the pricing structure of your services a flat fee or a commission-based structure?
10. Describe your staff actuarial abilities.

Responsiveness/Experience Requirements

1. Firm must have a minimum of five years' experience
2. Comprehensive technical familiarity with the core tasks.

Please provide at least three references familiar with your company's past work.

Certifications

As part of the proposal package, proposers must include the following signed certification:

1. Certification Regarding Debarment, Suspension, and
2. Conflict of Interest Statement

These are attached below.

Detailed Cost Estimate

Provide a detailed cost estimate that includes the proposed form of compensation, method of payment, and dollar amount to provide all services.

RATING CRITERIA

The Pueblo Selection Committee shall rank the firms, in the order of their qualifications, after considering the following criteria:

Proposals will be evaluated based on the following criteria according to the weights assigned below:

- Technical Capabilities and Project Approach 25 Points
- Experience in Performing Similar Services: 25 Points
- Cost or Best Value: 20 Points
- Staff Qualifications: 20 points
- Indian Preference (firms may certify if at least 51% Indian owned): 10 points
- Total 100 Points

The Pueblo of San Ildefonso, as owner, retains the right to accept or reject any and all proposals.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Certification:

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below:

It will comply and facilitate compliance with code of federal regulations “No procurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Government wide Debarment and Suspension (No procurement),” 2 CFR part 180.

To the best of its knowledge and belief, that it’s Principals and Subs at the first tier are eligible to participate in covered transactions of any Federal department or agency and are not presently:

1. Debarred,
2. Suspended,
3. Proposed for debarment,
4. Declared ineligible,
5. Voluntarily excluded, or
6. Disqualified

Its management has not, within a three-year period preceding its latest application or proposal been convicted of, or had a civil judgment rendered against any of them for:

1. 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 any Federal or State antitrust statute, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
2. It is 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 listed in the preceding subsection of this Certification.
3. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification.

If, at a later time, the undersigned receives any information that contradicts the statements made herein, it will promptly provide that information to the Pueblo.

Company Name:

Name and Title of Authorized Official:

Signature of Authorized Official

CONFLICT OF INTEREST STATEMENT

Proposer certifies that no Pueblo employee or family members will receive a benefit from these payments, except as disclosed below. Failure to disclose this information may result in the elimination of your proposal from consideration.

Proposers shall provide a list of all entities/individual(s) with which it has relationships that create, or would appear to create, a conflict of interest with the work expressed in this RFP. The list should indicate the name of the entity/individual, the relationship to the Proposer, and a discussion of the conflict.

Prior to awarding an agreement, this RFP will be decided upon by the Pueblo Administration. Proposers must provide a description of relationships with any Pueblo employee that would create, or would appear to create, a conflict of interest.

The undersigned Proposer discloses the following actual or potential, direct or indirect conflicts of interest: (if None, state so)

Company Name:

Name and Title of Authorized Official:

Signature of Authorized Official

Class Code	Class Description	# F/T Employees	# P/T Employees	Payroll
4511	Analytical Laboratories or Assaying - Including Laboratory, Outside Employees, Collectors Of Samples & Drivers	3		\$ 134,348.00
5080	Farm- Gardening - Market or Truck & Drivers			\$ 7,280.00
5506	Street or Road Construction- Paving or Repaving & Drivers	1		\$ 38,563.00
7370	Taxicab Co: All Other Employees & Drivers			\$ -
7720	Police Officers & Drivers	3		\$ 106,350.00
8006	Gasoline Station- Self-Service and Convenience/Grocery-Retail			\$ -
8742	Salespersons or Collectors- Outside			\$ -
8810	Clerical Office Employees- NOC	7	30	\$ 1,861,010.00
8835	Home, Public and Traveling Healthcare- All Employees	1	4	\$ 233,750.00
8864	Social Services Organization- All Employees & Salespersons, Drivers		1	\$ 38,002.00
8868	College: Professional Employees & Clerical	8	3	\$ 194,385.00
9015	Building or Property Management- All Other Employees		6	\$ 235,393.00
9033	Housing Authority & Clerical, Salespersons, Drivers			\$ -
9063	YMCA, YWCA, YMHA or YWHA Institution- All Employees & Clerical			\$ -
9083	Restaurant: Fast Food			\$ -
9102	Park NOC- All Employees & Drivers		1	\$ 35,235.00
9403	Garbage, Ashes or Refuse Collection & Drivers	1	1	\$ 43,191.00
		24	46	\$ 2,927,507.00

Building	Const Cost	Property inside	Business Income	Location Total	Sq. Foot	Type of Construction	Year Built
Baseball Fields	\$ 6,019.00	\$ 10,004.00		\$ 16,023.00	100	Masonry Non-Combustible	1980
CHR Program Building	\$ 96,196.00	\$ 20,008.00		\$ 116,204.00	1000	Masonry Non-Combustible	1980
Church	\$ 1,322,660.00	\$ 40,016.00		\$ 1,362,676.00	6000	Masonry Non-Combustible	1900
Cottonwood Trading	\$ 300,605.00	\$ 50,250.00		\$ 350,855.00	3000	Masonry Non-Combustible	1950
Covered Parking Shelter	\$ 24,050.00			\$ 24,050.00	0	Steel	2004
Deer Kiva	\$ 150,305.00	\$ 20,008.00		\$ 170,313.00	2000	Masonry Non-Combustible	2004
El Rancho bar	\$ 270,546.00	\$ 20,008.00		\$ 290,554.00	2000	Masonry Non-Combustible	1940
Environmental Office	\$ 156,316.00	\$ 25,010.00		\$ 181,326.00	1500	Masonry Non-Combustible	1980
Equipment Office	\$ 72,146.00	\$ 10,004.00		\$ 82,150.00	800	Masonry Non-Combustible	1950
Extra Kiva	\$ 150,305.00	\$ 20,008.00		\$ 170,313.00	2000	Masonry Non-Combustible	2004
Fire Prevention Building	\$ 144,291.00	\$ 20,008.00		\$ 164,299.00	500	Masonry Non-Combustible	1990
Gas Station- White Rock Shell	\$ 240,485.00	\$ 30,012.00	\$ 150,000.00	\$ 420,497.00	1200	Masonry Non-Combustible	1980
Gym	\$ 1,442,900.00	\$ 20,008.00		\$ 1,462,908.00	6000	Masonry Non-Combustible	1980
IT Building	\$ 72,146.00	\$ 20,008.00		\$ 92,154.00	840		1990
Library/Learning Center	\$ 661,331.00	\$ 30,012.00		\$ 691,343.00	3000	Other	2000
Misc. Equipment							
North Kiva	\$ 1,082,176.00	\$ 40,016.00		\$ 1,122,192.00	6000	Masonry Non-Combustible	2004
Offices #1	\$ 180,364.00	\$ 20,008.00		\$ 200,372.00	1500	Masonry Non-Combustible	1960
Offices #1	\$ 180,364.00	\$ 20,008.00		\$ 200,372.00	1500	Masonry Non-Combustible	1955
Pajarito Pump House	\$ 90,183.00	\$ 5,002.00		\$ 95,185.00	500	Masonry Non-Combustible	1980
Priest House	\$ 120,243.00	\$ 10,004.00		\$ 130,247.00	1000	Masonry Non-Combustible	1940
Pump Buildings (2)	\$ 60,122.00	\$ 20,008.00		\$ 80,130.00	300	Masonry Non-Combustible	1970
Round Kiva	\$ 150,305.00	\$ 20,008.00		\$ 170,313.00	1000	Masonry Non-Combustible	1920
Scheduled Equipment							
Senior Center	\$ 961,935.00	\$ 40,016.00		\$ 1,001,951.00	3800	Other	2004
Shed	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Other	2005
Shed #1	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Other	2005
Shed #1	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Steel	2005
Shed #1	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Steel	2005
Shed #2	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Steel	2005
Shed #2	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Steel	2005
Shed #3	\$ 6,014.00	\$ 5,002.00		\$ 11,016.00	120	Steel	2005
South Kiva	\$ 1,082,176.00	\$ 40,016.00		\$ 1,122,192.00	6000	Masonry Non-Combustible	2004
Storage Facility- Building 1	\$ 400,733.00			\$ 400,733.00	2332	Masonry Non-Combustible	
Storage Facility- Building 2	\$ 400,733.00			\$ 400,733.00	2332	Masonry Non-Combustible	

Building	Const Cost	Property inside	Business Income	Location Total	Sq. Foot	Type of Construction	Year Built
Totavi Gas Station	\$ 300,605.00	\$ 30,012.00	\$ 150,000.00	\$ 480,617.00	1500	Masonry Non-Combustible	1990
Transfer Station	\$ 36,074.00	\$ 5,002.00		\$ 41,076.00	5000	Other	2005
Tribal Court	\$ 180,364.00	\$ 20,008.00		\$ 200,372.00		Masonry Non-Combustible	1970
Tribal Ranger Building	\$ 96,196.00	\$ 15,006.00		\$ 111,202.00	800	Masonry Non-Combustible	1980
Vistor Center	\$ 180,364.00	\$ 20,008.00		\$ 200,372.00	1500	Masonry Non-Combustible	1940
Tribal Adminstration	\$ 1,442,900.00	\$ 150,060.00		\$ 1,592,960.00	6,000	Masonry Non-Combustible	1960

Year	Make-Model	VIN	Progam	Plate
2022	Ford F-150	1FTEW1EP2PFA22685	Parks	G62-5722Z
2022	FORD F-250-SD	1FT7W2B62NEG15914	Transportation	17480G
2022	Dodge Ram crew cab	1C6RR7XT8NS213318	Facilities	16164G
2022	Dodge Ram 2500	3C6UR5CJ8NG327281	DECP	16835 G
2022	Ford 250	1FT7W2B62NEE25045	DECP	
2022	Nissan Ultima	1N4BL4BV4NN386714	ATTG	G10-0818Z
2021	RAM	1C6RR7XT0MS567378	Parks	13472G
2021	Ford F150	1FTMF1C57MKD08922	Senior Citizens	12322G
2021	DIAM 8316SU	5FWUS1622MR027141	DECP	12064G
2021	FORD F-250-SD	1FT7W2B60MEC40930	Facilities	11898G
2020	Ford Econoline	1FDEE3F61KDC72617	Senior Citizens	15701G
2020	INTL MV607	3HAEUMMNGLL138698	Transportation	10576G
2020	Ford Transit	1FBAX9CG3LKB29537	CHR	10323g
2020	Ford Transit	1FBAX9YG3LKB43009	Education	10322G
2020	Ford Transit	1FBAX2Y88LKA59574	HHS	10321G
2020	SUBARU LEGACY	4S3BWAA65L3004452	Health/ICWA	07786G
2019	GMC Sierra 1500	2GTV2LEC2K1149330	Natural Resources	06817G
2018	Ford Transit	1FBAX2CG1JKB08318	Education	03985G
2018	Polaris Ranger	3NSRTE 877JG970968	Realty	
2017	Chevy Malibu	1G1ZC5ST5HF261676	CHR	G102571U
2017	Chevy Malibu	1G1ZC5ST1HF260136	CHR	G102570U
2017	Jeep Cherokee	1C4PJMBS7HW616630	DECP	01485G
2016	Chevrolet 25HD	1GC1KUEG9GF174605	DECP	G63 0262s
2015	Chevy Tahoe	1GNSKBKC4FR103830	Governor	G92562
2014	Ford Exp	1FM5K8B3EGC40123	DECP	G63 2848P
2012	BOGT 12D	16VDX1224C5H13726	Realty	G92506
2012	BOGT 18P	16VPX1824D2H81516	Realty	G92507
2009	GMC K-2500	1GTHK49KX9E109316	Facilities	G78630
2009	SUBaru	JF2SH64609H773988	Senior Citizens	G77106
2008	GMC YUK	1GKFK16328R256602	Governor	G73941
2007	Can-AM Outlander	2BVEMHK197V000223	DECP	
2006	Shorelander/Trailer	1MDFHDJ106A349862	DECP	
2003	Ford RNG	1FTZR34E63PB84168	Education	G03133
2003	Pace TR	4P2AB16243U041809	Facilities	G56091
2003	Chevrolet SIL	1GCHK23U53F258829	Realty	G56278
2003	APPL TRA	1A9SU08173E573242		G56090
2003	Chevrolet SIL	1GCHK29U33E371322	Sanitation	G56277
2002	Chevrolet SIL	1GCHK23U92F232734	Road Maintenance	G51259
2002	Chevrolet SIL	2GCEK19T721120467		
2002	Ford DRW	1FDAF57F62EC36101	Natural Resources	G53470
2002	Chevrolet AVL	3GNEK13TX2G179956	Transportation	G51260
2001	Yamaha 386CC	5Y4AH06Y52A016788	ATV	
2001	Chevrolet SIL	1GCEK19T21E199222	facilities	G49912
2001	BUTL TR	1BUD1010012005005	ESF	G57111
2001	Chevrolet KT	1GNEK13TX1R222030	Realty	G49123
2000	GMC CSR	1GDM7H1C2YJ516026	Realty	G47863

Year	Make-Model	VIN	Progam	Plate
1999	Ford F150	1FTZF1822XKB43497	Rec/P&W	G40401
1995	Ford Van	1FBHS31H1SHA38686		G29030
1989	Chevy Truck	1GCFK24H5KZ271408		G24552
1984	DPLX D-350	1D91D42FXE1008381	Fire Truck	US2678
1983	Chevrolet C30	1GBJC34WXDV125225		G32518