

**Request for Qualifications
Administrator for non-profit Insurance Pool**

Summary of Request:

The City of Minneapolis is seeking a 501 (c)(3) non-profit organization to administer up to four non-profit insurance pools covering up to 71 neighborhood organizations and up to six business associations.

Background:

The City of Minneapolis Neighborhood and Community Relations Department (NCR) currently manages two insurance pools covering most of the City's non-profit neighborhood organizations. The first pool is an umbrella Directors and Officers insurance policy covering all 501(c)(3) neighborhood organizations in Minneapolis. The City pays directly for this umbrella policy.

The NCR also manages a second pool of optional umbrella general liability insurance covering approximately 24 501(c)(3) neighborhood organizations. Neighborhood organizations reimburse the City for the cost of this policy at the end of the policy term.

Desired Qualifications

The NCR seeks a nonprofit administrator that can provide the following:

- Be listed as an insured member of each pool;
- Provide administrative services related to managing the pools, including working with the agent, assisting members with applications, and annual renewal of coverage;
- Assist with communication of and training on risk management practices.

Possible additional qualifications may include:

- Provide limited HR and financial management consulting to members consistent with nonprofit best practices;
- Provide support for a steering committee of neighborhood appointed representatives to assist with oversight and selection of carriers, and to evaluate risk of members.

Additional Conditions:

One or more escrow accounts may be established by the administrator to cover the cost of deductibles and other expenses related to potential losses. Member organizations will be expected to contribute annually to the escrow.

The City of Minneapolis Neighborhood and Community Relations Department will be responsible for communicating with neighborhood organizations about the availability and general terms and conditions of the pool. The City of Minneapolis Community Planning and Economic Development (CPED) Department will be responsible for promoting the pools to business associations. The administrator will be responsible for

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providing information about coverage terms to neighborhood organizations and respond to questions.

The Neighborhood and Community Relations Department will work with the administrator to establish an appointed board of neighborhood organization representatives to govern the pool. The administrator will be responsible for supporting the governing body. The City of Minneapolis Neighborhood and Community Relations Department will also work with the administrator to identify an agent, solicit bids for insurance, and determine the best terms of coverage.

To Respond to This Proposal:

Qualified applicants should demonstrate competency in understanding insurance issues and ability to administer a pool. Additional consideration will be given to agencies that can prove competence in related areas, including human resource support, financial management training, and volunteer management.

Submissions should indicate the applicants proposed fees for administering the pool.

Proposals should be submitted by Wednesday, November 21, 2012 to:

Robert Thompson
Neighborhood and Community Relations Department
Tritech Center, Room 220
Minneapolis, MN 55401

Inquiries:

For further information, please contact Robert Thompson at (612) 673-2523.