***This solicitation is being issued by the State of Maine under 5 M.R.S.A, Chapter 152 §1728-A***

**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Risk Management Division*

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**REQUEST FOR INSURANCE**

**Solicitation #2025-01**

**Agent/Broker Services for Aviation Insurance**

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| --- | --- |
| **RFI**  **Coordinator** | *All communication regarding this RFI must be made through the RFI Coordinator identified below*.  **Name:** Mark Rohman **Title:** Deputy Director  **Contact Information:** [Mark.Rohman@maine.gov](mailto:Mark.Rohman@maine.gov) |
| **Submitted Questions Due** | *All questions must be submitted to the RFI Coordinator identified above by:*  **Date:** June 2nd, no later than 5:00 p.m., local time |
| **Response Submission** | **Submission Deadline:** June 19, 2025, no later than 5:00 p.m., local time  **Submit to:** [Mark.Rohman@maine.gov](mailto:Mark.Rohman@maine.gov) |

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## PUBLIC NOTICE

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* State of Maine**

**Department of Administrative and Financial Services**

**Risk Management Division**

**Request for Insurance # 2025-01**

**Agent/Broker Services for Aviation Insurance**

The State of Maine, Department of Administrative and Financial Services, Risk Management Division, is seeking submissions from agents or brokers qualified and licensed to market and service an aviation insurance program as defined in this Request for Insurance (RFI). This document provides instructions for submissions, the procedure and criteria of selection, and the terms which will govern the relationship between the State of Maine (“State”) and the selected agent or broker.

**No insurance agent or broker is authorized to approach any insurer or reinsurer in relation to this Request for Insurance solicitation until given written permission to do so by the coordinator. Failure to comply with this restriction will lead to disqualification from the process.**

A copy of the RFI and all other related documents can be obtained at the following website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/other-solicitations-and-grant-opportunities>

Responses must be submitted to: [Mark.Rohman@maine.gov](mailto:Mark.Rohman@maine.gov) and be submitted by 5:00 pm, local time, on June 19, 2025.

# RFI DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Insurance:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **RFI** | Request for Insurance |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **Department** | Department of Administrative and Financial Services (DAFS), Risk Management Division (RMD) |
| **FOAA** | Maine Freedom of Access Act |
| **Respondent** | Any individual or organization submitting a response to this RFI. |

**State of Maine**

**Department of Administrative and Financial Services**

**Risk Management Division**

**Request for Insurance #2025-01**

**Agent/Broker Services for Aviation Insurance**

## PART I. INTRODUCTION

The Department of Administrative and Financial Services, Risk Management Division (Department) is seeking submissions from agents or brokers qualified and licensed to design, market and service an aviation insurance program as defined in this Request for Insurance (RFI). This document provides instructions for submissions, the procedure and criteria of selection, and the terms which will govern the relationship between the State of Maine (State) and the selected agent or broker.

**No insurance agent or broker is authorized to approach any insurer or reinsurer in relation to this Request for Information solicitation until given written permission to do so by the RFI Coordinator. Failure to comply with this restriction or reserving or “tying up” a market may lead to disqualification from the bidding process, at the State’s discretion.**

1. **Current Conditions and Objectives**

The program currently provides coverage for 2 airports and 42 aircraft owned by the State, certain quasi-state entities and two higher education entities: The Maine Community College System and Maine Maritime Academy. Although the State reserves the right to bid insurance when deemed in its best interest, historically the State has remained with a chosen program for a three-to-five-year period. The existing insurance policy will expire on August 6, 2025.

The Department’s objectives are to:

* 1. Partner with an agent/broker and an insurer offering aviation insurance expertise, experience and market access needed to best insure the State’s exposure for annual policies for at least 3 years and up to 5 years; and
  2. Match or improve the existing insurance program’s coverage and terms; and
  3. Match or improve the level and quality of services currently provided; and
  4. Pay competitive premium rates.

1. **Eligibility**

Insurance agents and brokers who hold active licenses issued by the State of Maine, Department of Professional and Financial Regulation, Bureau of Insurance are invited to submit proposals in response to this Request for Insurance solicitation.

The selected Respondent provides a certificate of insurance for professional liability (errors and omissions) insurance in an amount equal to or greater than $1,000,000 naming the State of Maine as certificate holder. Commercially purchased insurance is to be placed with insurers or reinsurers fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulations, Bureau of Insurance.

1. **General Provisions**
   1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
   2. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI.
   3. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue an award or related Request for Proposal (RFP).
   4. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
   5. Following announcement of an award decision, all submissions in response to this RFI will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
   6. In the event that a Respondent believes any information that it submits in response to this RFI is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Respondent’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Respondent has marked confidential, it shall provide advance notice to the Respondent to allow for them to seek legal relief.
   7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Respondent’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Feedback Requested**

In a well-organized and concise manner please provide a written response to the following:

* 1. List the proposed team members, as well as any back-up personnel, who would be assigned to the State of Maine account. Designate the Account Executive/Team Leader who will be responsible for the overall service team. Define each team member’s role in servicing the State of Maine’s account, their related experience, and include brief resumes noting the length of service with your firm for each team member.
  2. Explain your firm’s general marketing process (interactions with the underwriting community) for a client of State of Maine’s characteristics and size. Include examples of your approaches and experiences with similar placements.
  3. Describe any proprietary or exclusive market relationships that may be available to your firm.
  4. Describe the steps your firm would take to assist the State of Maine in developing insurance specifications and submissions considering its variety of risks and approach to management/administration.
  5. Explain your firm’s capabilities in providing claims management support when needed.
  6. Explanation of fees associated with agent/broker/insurer services.
  7. Understanding that each renewal requires proof of or decline of competitive quote.
  8. Commitment to responsive and timely customer service.
  9. Describe any other benefits and services that uniquely distinguish the capabilities of your firm.
  10. As our broker, what other services can you offer, i.e. training?
  11. References:

Provide three (3) comparable clients (size, location, industry) that a member or several members of the proposed marketing team have serviced for at least three (3) years. Include name, title, email address and telephone number.

**E.** **Evaluation of Feedback Received**

The Department anticipates selecting one (1) agent/broker as a result of this RFI solicitation process. Selection will be based on the Respondent’s feedback in the following areas: Experience, Services, and References.

Responses will be evaluated entirely using the consensus method, and scores will be made based on a 100-point scale, valued as follows:

* Experience (45 points)
* Broker/Customer Service (45 points)
* References (10 points)

## PART II KEY RFI EVENTS AND PROCESSES

1. **Questions**
   1. **General Instructions**
      1. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
      2. Interested parties should use **Appendix A** – Submitted Questions Form – for submission of questions.
      3. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
      4. Submitted Questions must include the RFI Number and Title in the subject line of the e- mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary**

Responses to all questions will be compiled in writing and posted on the following website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/other-solicitations-and-grant-opportunities>. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

1. **Submitting the Response**
   1. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

* 1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

* 1. **Response Format**

Responses to this RFI may be developed in a manner that suits the respondent. A list of key questions is included within the RFI and all submissions, regardless of format will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI. Number each response to correspond to the relevant question or instruction of the RFI to allow comparison and clarity.

**PART III** **CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Low Cost Service Contract (LCSC) with appropriate riders as determined by the issuing department.

The template LCSC to be used as a result of this solicitation is embedded below. Double click the icon to access the document.



* 1. The State recognizes that the actual contract effective date depends upon completion of the RFI solicitation process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFI may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The selected Respondent will not bill the Department for services provided.

## APPENDIX A

**State of Maine**

**Department of Administrative and Financial Services**

**Risk Management Division**

**SUBMITTED QUESTIONS FORM**

**RFI# 2025-01**

**Agent/Broker Services for Aviation Insurance**

**Organization/Responder’s Name:**

|  |  |
| --- | --- |
| **RFI Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFI, state “N/A” under “RFI Section & Page Number”.*

*\*\* Add additional rows, if necessary.*

**State of Maine**

**Department of Administrative and Financial Services**

**Risk Management Division**

**AVIATION POLICY AND UNDERWRITING DETAIL**

**RFI# 2025-01**

**Agent/Broker Services for Aviation Insurance**

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