

Clearbrook-Gonvick ISD 2311

**2026 RFQ For Insurance
Agent/Broker Selection**

**Response Due Date:
March 27th, 2026**

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Introduction

Clearbrook-Gonvick Public Schools considers the agent/broker selection to be a professional service contract, which is not subject to Minnesota bid laws. Clearbrook-Gonvick Public Schools will choose the broker based on the primary emphasis on experience, as it relates to Minnesota public school districts, and the knowledge of the insurance industry & its underwriting practices.

Clearbrook-Gonvick Public Schools reserves the right at its sole discretion to modify this RFQ and the terms described at any time. The terms of this document are not, and do not intend to be binding on the parties, until an agreement occurs.

Each bidder recognizes and acknowledges that Clearbrook-Gonvick Public Schools has the right to and will establish negotiations with multiple parties until and execution of a mutually definitive agreement with the party Clearbrook-Gonvick Schools selects.

Clearbrook-Gonvick Public Schools considers the bid process, all related communications, and documents regarding the RFQ For Insurance Broker Selection to be confidential information.

Overview of Insurance Program for Broker Services

Coverage / Policies:

- Property
- Equipment Breakdown
- General Liability
- Sexual Abuse & Molestation Liability
- Adverse Event Liability
- Auto
- Garage Keepers Legal Liability
- Educator Legal Liability
- Commercial Crime
- Cyber Insurance
- Umbrella Liability
- Workers Compensation

Strategic Risk Management Initiative

Clearbrook-Gonvick Public Schools is evaluating all areas of our business to strategically manage costs and maximize value. Our objective is to work with select vendors who can assist Clearbrook-Gonvick Public Schools in maximizing the value and service quality of the goods and services we procure, while identifying opportunities to reduce the costs of externally purchased goods and services.

We believe that the ultimate outcome will enhance the value of Clearbrook-Gonvick Public Schools relationship with its vendors. As part of this program, we are reviewing our procurement of Risk Management and Insurance Brokerage services.

RFQ Goals

Clearbrook-Gonvick Public Schools has identified the following project goals:

- Assemble a broker service team that will assist the district in the development and execution of its Risk Management Strategy.
- Evaluate and identify a agent/broker team with the capabilities to design and implement, as appropriate, alternative risk management options.
- Evaluate insurance program/coverage and identify if there are opportunities for improvement.

Scope of This RFQ

This RFQ will focus on the insurance broker/agent's capabilities, ability to add value to Clearbrook-Gonvick Public Schools, the broker/agents industry expertise, and experience of their team members.

SPECIFICALLY, YOU ARE NOT TO APPROACH OR OBTAIN QUOTES FROM ANY INSURANCE MARKETS OR INSURANCE COMPANIES ON OUR BEHALF OR IN CONNECTION WITH THIS RFQ. THIS IS A REQUEST FOR BROKER SERVICES AND NOT A REQUEST FOR INSURANCE QUOTES/BIDS. FAILURE TO ADHERE TO THIS REQUIREMENT WILL RESULT IN AN AUTOMATIC DISQUALIFICATION FROM THIS RFQ SELECTION PROCESS.

Section 1 – Timeline & Response Guidelines

1. Critical Dates

Activity	Dates
RFQ Announced	March 2 nd , 2026
RFQ Bid Deadline	March 27 th , 2026
RFQ Review of Agent/Brokers	April 1 st , 2026
Selection of Insurance Agent/Broker By District Administration	April 1 st , 2026

2. Submittal Date and Location

Your response must be submitted no later than 4pm CST March 27th, 2026. Please email your completed proposal to:

Paula Boomgaarden, Business Manager
CLEARBROOK-GONVICK PUBLIC SCHOOLS
pboomgaa@clearbrook-gonvick.k12.mn.us

Following the receipt of responses, your proposal will be evaluated, and your firm may be asked to provide additional information or respond to follow up questions. Your response should be tailored specifically to address the questions outlined in the RFQ.

3. Proposal Contact

Your **sole** contact for any questions or comments regarding this RFQ is **Paula Boomgaarden, Business Manager**. Questions should be submitted via email to pboomgaa@clearbrook-gonvick.k12.mn.us requests are to be made in writing via email.

Section 2 – RFQ Eligibility & Selection Criteria

1. Selection Process and Participation Requirements

- a. Comply with all instructions
- b. Complete all required sections of the RFQ
- c. Respond to all questions in reasonable detail
- d. Meet the deadline for submission of RFQ to Clearbrook-Gonvick Public Schools

2. Selection Criteria

The successful respondent will be selected for further consideration based upon, but not limited to, the following criteria:

- a. Quality of the response to the RFQ
- b. Expertise with advising clients on evaluating risks and structuring and managing insurance programs specific to Minnesota public school districts.
- c. Demonstrate ability to provide cost-effective solutions to meet the needs of Clearbrook-Gonvick Public Schools
- d. Coverage Expertise and ongoing Coverage Quality Control Process
- e. Loss Control Support Services
- f. Claims Support Services
- g. Willingness and ability to work with insurance underwriters as necessary
- h. Reputation in the Minnesota school insurance marketplace
- i. Quality and experience of assigned account supportive personnel
- j. Accuracy of proposal as demonstrated by documentation, presentations, and telephone references

3. Evaluation Process

Clearbrook-Gonvick Public Schools will review and evaluate your proposal. Clearbrook-Gonvick Public Schools reserves the right to select, or not select, a broker/agent for any reason.

4. Submission Effort

- **Date of Submission:** Responses to the RFQ received after the designated response date will not be considered or accepted.
- **Proposal Acceptance:** Clearbrook-Gonvick Public Schools reserves the right to accept or reject any proposals made to it in response to this RFQ whether in whole or in part. Clearbrook-Gonvick Public Schools makes no guarantee whatsoever implied or otherwise that it will contract or agree to contract with any party as a result of this RFQ.
- **Cancellation of the RFP:** Clearbrook-Gonvick Public Schools reserves the right, in its sole discretion, to cancel this RFQ at any time prior to the execution of a written agreement with the successful respondent.
- **Submitted Materials:** Materials provided to Clearbrook-Gonvick Public Schools by brokers will remain at Clearbrook-Gonvick Public Schools.

Section 3 - Broker Qualifications

All participants must complete and follow the Agent/Broker Qualification questions, or statements, below to be eligible to participate in our selection process. Please provide answers to the following questions.

1. Overview of Your Insurance Firm's Structure/ History/ Philosophy

- a. Describe the structure of your organization, including number of employees and available resources, locally, nationally, and globally.
- b. Describe your areas of specialization, specifically including the resources your organization possesses in support of these areas of specialization.

2. Competitive advantage

- a. Outline your perceived strengths in the marketplace.
- b. How are you different from your competitors?

3. Service Team

- a. Illustrate the account team structure.
- b. List the names of the proposed day-to-day account service team and describe each member's service role.

4. Qualifications

- a. Please describe your expertise in insuring Minnesota public school districts, technical and specific to our industry.
- b. Describe how you will act as an extension Clearbrook-Gonvick Public Schools Insurance and Risk Management Department.
- c. Discuss and describe the experience your office has in servicing and understanding the unique needs and exposures of a school district the size of Clearbrook-Gonvick Public Schools.

5. Marketing

- a. Provide your thoughts on the current state of the insurance market for school districts.
- b. Please list all insurance companies you have a contract with that insures school districts in Minnesota for property, casualty, workers compensation, and cyber insurance. Please specifically list these companies.
- c. Provide a timeline and transition plan if you were selected to represent Clearbrook-Gonvick Public Schools on our lines of coverage.
- d. Based on the information provided and your experience with similar school districts, provide conceptual program design.

6. Risk Management

- a. Describe specific techniques and procedures, which you will use to assist us in identifying current and anticipated new exposures.

- b. Describe how your firm ensures its clients receive the broadest coverage available in the marketplace at an economical cost.
- c. Explain and give an example of the skills and experience your firm has in designing insurance or other risk transfer techniques that would fit Clearbrook-Gonvick Public Schools.
- d. Explain how you would keep us informed of current developments and trends in the risk management or the school insurance marketplace.

7. Risk Control Services - -Describe your approach to loss control and the services to be provided:

- a. *Casualty*: Describe in detail how you will assist Clearbrook-Gonvick Public Schools design and implement casualty loss control techniques that will reduce loss frequency and severity and ensure compliance with our client's requirements and various regulatory agencies.
- b. *Property*: Describe in detail how you will assist Clearbrook-Gonvick Public Schools design and implement property loss control techniques that will reduce the potential for loss.
- c. *Professional Services*: Describe in detail how you will assist Clearbrook-Gonvick Public Schools design and implement risk management to reduce the loss for this area of our business.
- d. Describe your approach to the providing or managing of unbundled loss control services.

8. Claims Management – Describe your approach to claims management and the services to be provided:

- a. Discuss how you will assist in claim audits and other file reviews as deemed necessary for current insurer services.
- b. Discuss your experience and approach to analyzing and improving claims management programs.
- c. Describe how you will assist Clearbrook-Gonvick Public Schools to actively manage open claims to ensure timely and cost-effective closure.

9. References

Please provide at least 3 school district client references (district name, contact name and title, address, phone number, email) References may be contacted. Please notify them accordingly. Please note that these must be your clients and not clients of other agents in your agency.

10. Quality Control

Discuss how your organization will ensure accuracy and timely delivery of:

- a. Submissions to markets
- b. Policies, program agreements, summary of insurance, etc.
- c. Certificates of insurance, auto ID cards, accident kits, posting notices, etc.

11. Cyber Insurance & Security

- a. Does your firm provide any Cyber Insurance or Security Resources?
- b. Please describe the Cyber Insurance marketplace at its current state.

- c. Based on your understanding, provide a brief synopsis of Clearbrook-Gonvick Public Schools cyber insurance needs and what potential exposures & threats we have.

12. Other Insurance/Risk Management Related Services

- a. Describe how your firm would analyze Clearbrook-Gonvick Public Schools data to assist us in obtaining the most favorable position with respect to insurance rates.
- b. How do you determine limits and retention levels to recommend to your clients? Do you have benchmarking capabilities, where you can compare us to other school districts in the state of Minnesota?