



THE ARIZONA SPORTS FOUNDATION

*Request for
Broker Proposal*

About the Fiesta Bowl

History

The Arizona Sports Foundation (“Fiesta Bowl”), is a non-profit organization founded by Arizona community leaders in 1971. The organization created new non-profit corporations as the scope of events managed by the **Foundation** expanded over the years, including Valley of the Sun Bowl Foundation, (“Cactus Bowl,” currently known as the “Cheez-It Bowl”), Fiesta Events Inc., and the Arizona College Football Championship Foundation.

Our Mission

The Fiesta Bowl strives to create a positive economic impact for Arizona and focus on the community while having fun.

The Fiesta Bowl’s vision is to be a world-class community organization that executes innovative experiences, drives economic growth, and champions charitable causes, inspiring pride in all Arizonans. The Fiesta Bowl is committed to fostering a culture of community involvement and giving. Through elite bowl games and related events, we serve as welcoming hosts, create lifelong memories, promote Arizona, and enable meaningful contributions to society.

Background

Through the creation of the Festival of College Football, which is inclusive of more than 40 statewide events including the Fiesta Bowl and the Cheez-It Bowl, the organization continues to promote volunteerism, athletic achievement, and higher education. The Fiesta Bowl has hosted seven games that have decided the college football national championship, including four Bowl Championship Series title games. The Fiesta Bowl is one of the bowl games in the College Football Playoff. A selection committee will assign the participants in the Fiesta Bowl games. The **Foundation** has an agreement with the Big 12 and Pac-12 conferences to host a team from each conference in the Cheez-It Bowl. This season, the Fiesta Bowl and its 2,000+ volunteers hosted the Fiesta Bowl at State Farm Stadium in Glendale, AZ on January 1, 2019, and the Cheez-It Bowl at Chase Field in Phoenix, AZ on December 26, 2018. Additional events the **Foundation** conducts include The Fiesta Bowl Parade, Par 3 Challenge, Kickoff Luncheon, Spring Summit, Youth Football Clinic, and many more.



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I. PROPOSAL OVERVIEW

The Arizona Sports Foundation and its related entities (“Foundation”) has elected to undertake a review of their insurance and risk programs.

The purpose of this project is to invite participants to present a conceptual proposal (No direct contact with markets is authorized or warranted to complete this conceptual RFP) to become the broker of record for coverage **starting April 2020**. The broker of record will encompass a full array of insurance lines of business for the Foundation and have full responsibility of implementing and marketing the program(s) selected by the Foundation.

II. TIMELINE

a. Due Date for Proposal and Confidentiality Agreement

Close of business on September 13, 2019

b. Proposal Delivery

- i) PDF format by email
- ii) Two (2) bound copies delivered to the **Foundation’s** office

Rosemary James, Controller
rjames@fiestabowl.org

Arizona Sports Foundation
7135 East Camelback Road, Suite 190
Scottsdale, Arizona 85251

c. There will be no Pre-Proposal Conference for brokers submitting proposals

d. Notification to Consultants/Brokers of Selected Finalists

- i. October 4, 2019 - Notification of the brokers selected to make oral presentations (if any)
- ii. November 4 (week of) - We may hold oral presentations for finalists at the Fiesta Bowl Office
- iii. November 15, 2019 - We will notify the selected broker

e. Term

The **Foundation** desires to enter into a three-year contract with the selected broker to obtain professional services in connection with our insurance and risk management program. The broker of record assignment may be canceled at any time by either party, with thirty (30) days written notice. A new broker selection process may occur at any time as deemed appropriate by the **Foundation**.



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f. **General Conditions**

- i. RFPs submitted shall impose no liability or obligations on the Foundation, who expressly reserves the right to request future proposals at its sole discretion.
- ii. These programs and any subsequent insurance programs or services provided must comply with the laws of the State of Arizona and any rules or regulations promulgated by the Arizona Department of Insurance.
- iii. By submitting a proposal for broker selection, the invitee agrees that any cost incurred by the invitee in responding to this request, or in support of activities associated with this request, will be assumed by themselves.
- iv. The broker of record must provide a Certificate of insurance covering general and professional liability in an amount of no less than \$5 million.

III. **BROKER OBJECTIVES AND SERVICES REQUIRED**

- a. The ideal broker will be attentive, inventive, and committed to the rapidly developing risk exposures of the **Foundation**. Utilize the most effective strategies for funding risk exposures and maintaining adequate coverage(s).
- b. Recommend risk management and pre and post-loss control programs as may be appropriate for the **Foundation**, with timing, suggested schedules and costs. The broker must have in-depth risk management resources available to assist the **Foundation** in risk management practices that are effective on a cost/benefit basis and reduction of undesirable conditions.
 - i. After analysis of the **Foundation's** financial statements, complete a retention analysis for designated exposures, and make recommendations for risk transfer and risk mechanisms.
- c. Obtain commercial insurance quotes for designated exposures as required by the **Foundation**; analyze quotes and coverage conditions and make recommendations as appropriate.
- d. Present a high profile image to insurance markets to secure insurance terms and coverages on a competitive basis at the best possible premiums.
- e. Avoid duplications or overlap of coverage and unnecessary coverages.
- f. Analyze and make recommendations regarding alternative risk financing mechanisms such as the formation and operation of a captive insurance company.
- g. Maintain detailed historical records and loss runs and provide ongoing broker services for insurance programs obtained.



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- h. Assist the **Foundation** in the preparation of all insurance documents, including applications and other information requested by carriers. Prepare cost allocations.
- i. Provide a written annual stewardship report, coverage of all the activities, such as problems identified, solved, and pending, as well as recommendations for the overall program, integrated into a methodically developed strategic risk financing program.
- j. Provide a list of your preferred insurance companies by line of coverage.
- k. Provide methodology used for checking the financial stability of insurers.

IV. CUSTOMER SERVICE QUESTIONS

- a. How do you assist in the preparation of insurance applications?
- b. What steps do you take to verify the accuracy and adequacy of policies and premiums?
- c. How do you assist in claims settlements with insurers?
- d. When requested, do you provide renewal and unbiased alternate quotes no later than 90 days before the expiration of policies?
- e. Do you provide a market forecast by line of coverage of insurance, during the budgeting process?
- f. Do you attend meetings when requested?
- g. Do you issue binders and certificates on a timely basis?

V. REQUEST FOR PROPOSAL STRUCTURE

The proposal should include but not be limited to the current coverages of the Foundation, as shown in **Exhibit A**, as well as a tentative brokerage service plan on how you will keep informed on our operations and keep us informed on the status of your work on our behalf.

The proposal should be on a conceptual basis and focus on consulting service capabilities your firm can offer to meet the Foundation's objectives. *Under no circumstances should any insurance carrier be approached.*



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VI. COMPENSATION OF BROKER

Describe compensation, amount, and, whether by fee or commission. For hourly services, please provide the average rate and type of service.

VII. BACKGROUND OF FIRM

Please respond to the following:

- a. A description of the firm, its overall size, the size of the servicing offices, and the ability to provide local services.
- b. The names of personnel who will handle the account (please include a brief resume on these individuals, highlighting their pertinent qualifications).
- c. A description of any specialized expertise (if applicable, disclose additional costs)
 - i. from individuals who will directly handle the account
 - ii. from resources available regionally or nationally
 - iii. from experiences on other similar accounts

VIII. CLIENT REFERENCES

Provide a list of five current, comparable clients which the **Foundation** may contact as references.

IX. OTHER

The **Foundation** places importance on partners who support the reciprocal business. Please list any financial commitments, such as game suite purchase, or event sponsorship that your organization would include in its proposal.

X. FINALIST ORAL PRESENTATION CRITERIA

The **Foundation** may request an oral presentation by the finalists. Maximum of three (3) individuals from your organization may be at the presentation.

- a. Each finalist will be allowed 45 minutes for presentation and 15 minutes for questions.
- b. If your firm requires audio-visual equipment for the presentation, please notify the **Foundation** at least 72 hours before your presentation.

XI. QUESTIONS

Please email any questions you have to Rosemary James at rjames@fiestabowl.org or Gail Avisar at gavisar@fiestabowl.org

EXHIBIT A

Comercial Package Coverages:

Property Coverage

Blanket Building	5,355,000
Blanket Business Personal Property	2,500,000
Business Income/extra Expense	100,000
Accounts Receivables	50,000
Computer Equip Data & Media	60,000
Debris Removal	250,000
Fine Arts	100,000
Newly Acquired Property	1,000,000
Money/Securities Inside/Outside Premises	50,000
Off Premise Power Failure	50,000
Ordinance or Law	500,000
Outdoor Property	50,000
Personal Effects	25,000
Personal Property at Undescribed Premises	500,000
Personal Property in Transit	50,000
Pollutant Clean-Up and Removal	100,000
Protective Safeguard - Auto Sprinklers	include Loc 1
Signs	25,000
Valuable Papers and Records	100,000
Water Backup Sewers & Drains	100,000
Terrorism	Included

Fine Arts Coverage

Property Damage at Premise	1,391,200
Legal Liability	139,120
Property at Other Location	1,391,200
Property in transit	1,391,200
Earthquake	included
Expediting Expense	25,000
Registration Papers& Records	50,000
Deductible	1,000
Terrorism	included

Inland Marine Coverage

Equipment Unscheduled	745,000
Scheduled - Hardware	535,000
Scheduled - Software	50,000
Property in Transit	100,000
Extra Expense and Business Income	15,000
Deductible	1,000
Terrorism	included

Crime Coverage

Employee Theft Coverage	1,000,000
Forgery Coverage	1,000,000
Computer Fraud Coverage	1,000,000
Funds Transfer Fraud Coverage	1,000,000
Social Engineering Fraud	50,000
Deductible	25,000
Deductible-Social Engineering Fraud	10,000

Business Auto Coverage

Combined Single Limit BI or PD Each Accident	1,000,000
Uninsured/Underinsured Motorist Coverage	1,000,000
Medical Payments (Per Person)	5,000
Physical Damage - Hired and Nonowned	75,000
Deductible	1,000
Employees and volunteers	included
Owned, Non-Owned and Hired Vehicle Liability	1,000,000
Rental Reimbursement	\$50 Day/Max \$1500
Employees Hired Auto	included
Dealership vehicles provided during game weeks	included

General Liability Insurance

General Aggregate	None
Products Completed Operations Aggregate	1,000,000
Each Occurrence	1,000,000
Personal & Advertising Injury	1,000,000
Damage to premises rented to you	300,000
Premises Medical Payments	5,000
Legal Liability to Participants	1,000,000
Employee benefit liability (per occurrence) aggregate	1,000,000/2,000,000
Liquor benefit liability (per occurrence/aggregate)	1,000,000/1,000,000
Abuse/Molestation (per occurrence/aggregate)	1,000,000/2,000,000
Liquor Liability	1,000,000
Fireworks Liability	1,000,000

Workers Compensation Coverage

Limits	1,000,000
Estimated Payroll	4,111,000

Excess Liability Coverage

Main Coverage	10,000,000
2nd Layer	15,000,000
3rd Layer	10,000,000
4th Layer	5,000,000
5th Layer	10,000,000

Accident Coverage - Participants

Accidental Death and Specific Loss Maximum	500,000
Death	10,000
Specific Loss	10,000
Medial Expense Maximum	100,000
Deductible	250
Covered Events	

Accident Coverage - Volunteers

Accidental Death and Specific Loss Maximum	500,000
Death	50,000
Specific Loss	50,000
Medial Expense Maximum	250,000
Deductible	1,000
Rating Basis - Number of Volunteers	3,350

Directors & Officers Coverage

Directors & Officers Liability	5,000,000
Additional Limit-Executives	1,000,000
Employment Practices Liability	5,000,000
Fiduciary Liability	5,000,000