To Whom It May Concern:

The Board of Trustees of State Institutions of Higher Learning (IHL) is seeking proposals for auto liability insurance for its universities. The current policy expires June 30, 2020. IHL’s Office of Risk Management (RM) desires to work with a broker with expertise and experience directly related to providing auto liability insurance services to public entities and/or large employers with comparable vehicle fleets. There are approximately 28,148 employees within the university system.

IHL currently purchases and maintains the following auto liability insurance coverage:

- **Primary Coverage** $500,000 in-state and $1,000,000 out of state; $10,000 deductible per occurrence with a $250,000 aggregate retention
- **Excess Coverage** $4,000,000 out-of-state
- **Fleet size** Approximately 1,968 owned vehicles Hired and non-owned (number unknown)

It is IHL’s intent to make exclusive market assignments among qualifying responding brokers in order to maximize markets and participation. Market assignments will be made for primary and excess markets. Additional and more detailed information, including losses, will be forthcoming in the RFP, which you will receive should you be assigned a market. You may visit IHL’s website at [http://www.mississippi.edu](http://www.mississippi.edu) for an overview of the applicable universities.

Each firm may submit requests for markets, listed in order of preference. The request should pair a primary market with a requested excess market. IHL intends to assign its current broker as agent of record for the incumbent markets, Berkley Southeast Insurance Group and American Empire Surplus Lines. IHL will evaluate each broker’s response to this letter, and depending upon the number and quality of responses, it is possible that a qualifying broker may be assigned more than one market or no market at all. IHL intends to seek single-year and/or multi-year options.

To compete for a market assignment, a qualified broker should respond by restating the below-listed qualifications followed by comprehensive responses which demonstrate how your organization meets these minimum criteria. Please be specific in your responses regarding the number of years and type of experience your firm and the primary contact possess. Only the
following criteria will be evaluated in determining market assignments.

1. **Licensed.** The broker must be appropriately licensed and/or have legal authority to render the proposed services.

2. **Comparable Client.** The broker must have provided auto liability insurance brokerage services to at least one large client (individual or group) comparable to IHL. Provide the client name, address, contact, title, phone number, email address, size of group, and number of years the services have been rendered by your organization.

3. **Agency Experience with Similar Plan.** Broker must have at least five (5) years of experience as an organization in brokering insurance of auto liability groups with programs similar in size and/or complexity to IHL. Provide in detail the number of years of experience your firm has 1) specific to placement of auto liability coverage, and 2) with placement of coverage with each requested company.

4. **Experience of Primary Contact.** Provide the number of years of experience the primary contact has specific to placement of auto liability coverage. Provide the number of years of experience the primary contact has with placement of coverage with each requested company.

5. **Volume with Requested Company.** Provide the volume in dollars and numbers of policies of auto liability coverage your company has placed with each requested company since July 1, 2017. If you are unable to provide this information, provide equivalent information that demonstrates the amount of business your firm conducts with the requested company. This will be one criteria considered, but IHL may use its discretion and assign a market to a broker with lower demonstrated volume.

6. **Example of Competitive Quote.** Provide an example of a successful quote you have achieved in the last three years for a large group, including coverage limits, deductibles, cost (inclusive of premium, commission and any applicable taxes), and size of fleet. Identifying the client is optional.

7. **Requirements of Requested Markets.** The insurance carriers requested must have an A.M. Best rating of A VIII or better, and must be legally authorized to write the requested coverage in the State of Mississippi.

8. **Broker Commission.** Provide the commission percentage that the broker will charge in exchange for the services being provided; if the exact percentage cannot be stated at the time of your response, please explain the commission structure with as much detail as possible.

The proposing broker must give a comprehensive response to all requested information.
March 30, 2020
Page 3

Please respond by e-mail to pcumberland@mississippi.edu no later than 4:00 p.m. on April 8, 2020, if you desire to quote on this coverage. You will be notified of your market assignment on or around April 10, 2020. IHL specifically reserves the right to reject any or all responses.

Sincerely,

[Signature]

Phil Cumberland
Procurement and Property Officer