

Boone County, Indiana
Property & Casualty Insurance
Broker Services

DEADLINE FOR RECEIPT OF SUBMITTALS

Due: February 13, 2026, at 3:00 P.M. EST

Boone County, IN Request for Qualifications for Property and Casualty Insurance Broker Services.

Advertisement

The Board of Commissioners of Boone County, Indiana, hereby gives notice that it will receive sealed submittals for Property and Casualty Insurance Broker Services until 3:00 p.m. **Friday, February 13, 2026**, at the Boone County Commissioners' Office located at **127 West Main Street, Suite 400, Lebanon, IN 46052**. Any proposals received after 3:00 p.m. on February 13, 2026, shall not be accepted and will be returned to the bidder unopened.

The Boone County Commissioners will acknowledge receipt of all proposals at their next regularly scheduled meeting set for **February 23, 2026, which begins at 9:00 a.m. EST.**

Copies of the RFQ can be obtained in person from the Boone County Commissioners' Office between the hours of 8am-4pm, 127 W. Main St., Suite 400, Lebanon, IN 46052. This RFQ can also be found on the county website at <https://boonecounty.in.gov/services/rfps/> or by calling (765) 483-4492 between the hours of 8:00 am and 4:00 pm, Monday through Friday.

Boone County, IN reserves the right to accept or reject any or all submittals if it deems it is in the best interest of the County to do so.

For Responding to Boone County, Indiana Request for Qualifications regarding Property & Casualty Insurance Broker Services

A. Introduction

Boone County, IN has historically engaged a single insurance broker for Property and Casualty services; however, the County is conducting this Request for Qualifications to periodically evaluate available options. This RFQ is intended to invite proposals from qualified insurance brokers who can provide comprehensive Property and Casualty Insurance Services tailored to our needs. The selected broker will assist in the procurement and management of insurance coverage, risk management strategies, and claims handling for our organization.

Boone County, IN is issuing a Request for Qualifications to provide Property and Casualty Insurance Broker Services. Submittals must be submitted and marked with Boone County, IN Property & Casualty Insurance Broker Services Submittal. Submittals will be accepted at the Boone County Commissioner's office by Friday, February 13, 2026, in accordance with the specifications set forth herein. Current policies are available for review in the Commissioner's Office.

Submittals must be delivered by the deadline. Submittals arriving after the specified time will not be accepted. Mailed submittals which are delivered after the specified time will not be considered, regardless of the postmarked time on the envelope.

Every submittal must provide all items requested in this RFQ and must contain the full name of the person, firm, or corporation in whose name it is being submitted and the name, mailing address, phone number, and email address of the person, firm representative, or the president or secretary of the corporation submitting the documents. Submittals by corporations must be executed in the corporation's name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to commit the corporation) and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

B. Scope of Services

The selected broker will be expected to provide the following services:

- Risk Assessment and Analysis:
 - Review and assess current insurance policies and identify any gaps in coverage.
 - Conduct risk assessments to determine appropriate coverage levels.
- Insurance Procurement:
 - Solicit and evaluate insurance proposals from multiple carriers.
 - Negotiate terms and premiums to obtain the most favorable terms for Boone County, IN.
- Policy Management:
 - Provide ongoing support for policy administration, including endorsements, certificates of insurance, and renewals.
 - Ensure timely and accurate policy documentation.
- Claims Management:
 - Assist in the Reporting and management of claims.
 - Advocate on behalf of Boone County, IN to ensure fair and prompt settlement of claims.
- Risk Management Consulting:
 - Provide recommendations for risk mitigation strategies.
 - Conduct regular reviews of risk exposures and recommend adjustments to coverage as needed.

C. Submittal Requirements

Submittals shall be limited to 20 pages and should include the following information with each section clearly marked within submittal:

- Company Profile:
 - Company history, structure, and size.
 - Experience and expertise in providing Property & Casualty Insurance Broker Services.
 - Client references, particularly from political subdivision clients like Boone County, IN.
- Team Qualifications:
 - The bios of key personnel who will be assigned to this account.
 - Relevant experience and qualifications of team members.
 - How the customer service team is structured and how they will support our staff.
- Service Approach:
 - Detailed description of the approach to providing the services outlined in the Scope of Services including securing the best rates, ensuring rates are competitive, and risk management services for Boone County, IN.
 - Methods for ensuring effective communication and service delivery including tools and technology used to collaborate with us and serve our account.
- Fee Structure:
 - Detailed breakdown of fees and expenses including, but not limited to fee basis, indicating how charges are made and when billings are issued and due. State hourly rates/fees for professional time and time of others, including any minimum, maximum or flat fees, and which types of expenses are charged (telephone calls, postage, printing, travel, lodging, meals, etc.). Indicate if there is a charge for travel time and the basis for such.
- Additional Information:
 - Any additional information that would assist in the evaluation of the proposal.
 - Coverage/limits must be at least as extensive as the County's current policies.

D. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the broker and assigned team.
- Demonstrated ability to deliver the services outlined in the Scope of Services.
- References from current and former clients.
- Fee structure and overall cost-effectiveness.
- Understanding Boone County, IN needs and the quality of the proposed approach.
- Adherence to the conditions, rules, regulations, and requirements of the RFQ.

F. Timeline:

- RFQ Issued: January 29, 2026
- Proposal Submission Deadline: February 13, 2026
- Evaluation Period: February 14, 2026 – February 23, 2026
- Interviews may be conducted with highest scoring firms between 2/23 & 3/6
- Contract Award Date: (estimated) March 9, 2026

G. Questions and Clarifications:

All questions regarding this RFQ must be submitted in writing to commissioners@co.boone.in.us by no later than February 11, 2026. The subject line of the email containing the question must include: Property & Casualty RFQ Question

H. Terms and Conditions:

The following terms and conditions apply to this procurement process: Boone County, IN reserves the right to:

- Make the selection of a Broker based on its sole discretion
- Reject all submittals
- Issue a subsequent RFQ
- Postpone opening submittals or selecting for any reason
- Modify the Scope of Services in the RFQ
- Waive informalities and irregularities in submittals
- Request additional information and/or clarification
- Request revisions during negotiations
- Enter into an agreement with another company in the event the originally selected company defaults or fails to execute an agreement with Boone County, IN in a timely manner.