The Reno-Sparks Convention & Visitors Authority is soliciting a
Request for Proposal for

Insurance Broker Services
RFP 2027-EXEC01

Released by Amy Pickens, Project Manager
(Tuesday, November 24, 2026)

The Point of Contact is Amy Pickens, Project Manager at (775) 335-8839,
or e-mail apickens@visitrenotahoe.com

All questions or additional information concerning the RFP document must be submitted to the point of contact. No communication to any other staff or Board Member of the Reno-Sparks Convention & Visitors Authority in regard to this RFP is allowed.

SUBMISSION DATE AND TIME: Tuesday, December 22, 2026, 2:00pm PST

The Reno-Sparks Convention & Visitors Authority is seeking proposals from qualified insurance broker firms to provide insurance brokerage and advisory services. These firms will assist in designing and implementing a comprehensive property and casualty insurance program tailored to the Reno-Sparks Convention & Visitors Authority's needs.

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PLEASE NOTE THAT THIS REQUEST FOR PROPOSAL IS FOR PROFESSIONAL SERVICES AND IS THEREFORE EXEMPT FROM COMPETITIVE BIDDING REQUIREMENTS SET FORTH IN THE NEVADA REVISED STATUTES ("NRS") CHAPTER 332, AS PROVIDED IN NRS 332.115(1)(b).

A. INTRODUCTION

The Reno-Sparks Convention and Visitors Authority ("Authority") is currently accepting sealed responses from qualified Proposers (a "Proposer") for the provision of services, as set forth in this Request for Proposal 2027-EXEC01 (RFP 2027-EXEC01).

The Authority is an independent governmental entity that was established in February 1959 as the Washoe County Fair and Recreation Board. The Authority is the operating instrumentality in the Washoe County area for promoting conventions, tourism, and outdoor recreation. To provide revenue for such purposes, pursuant to the Fair and Recreation Board statutes and related provisions of the Nevada Revised Statutes, a tax on the income from room charges of transient rental facilities is imposed by the state, county, and the incorporated cities of Reno and Sparks.

The Authority consists of a nine-member board comprised of (a) one member of the Board of County Commissioners of Washoe County Nevada; (b) one member of the City Council of the City of Reno, Nevada; (c) one member of the City Council of the City of Sparks, Nevada; and (d) six members appointed by the elected officials. The six members set forth are selected from nominations made by gaming, industry associations, Incline Village/Crystal Bay Visitors Bureau, or the Greater Reno-Sparks Chamber of Commerce. Private sector members serve two-year terms and are limited to a maximum of two consecutive terms. Representatives of the various governmental entities serve until the expiration of their respective terms of office.

The financials of the Authority can be viewed at: https://www.rscva.com/impact/finance/.

The Authority operates the National Bowling Stadium, Reno Events Center, and Reno-Sparks Convention Center ("the Facilities").

The Reno-Sparks Convention Center (RSCC) offers more than 500,000 square feet of exhibition, meeting room, and pre-function space. A total of 381,000 square feet of exhibit space is available in five contiguous halls. There are more than 1,900 parking spaces on site. The Authority charges parking fees at the RSCC during select events.

The Reno Events Center (REC) has 7,276 seats and ten suites. The REC hosts a wide variety of sporting events, boxing matches, concerts, family shows, and flat shows. See below for information regarding parking, which is provided at the adjacent National Bowling Stadium during select events.

The National Bowling Stadium (NBS) has eighty-eight lanes for competition bowling, seating for 1,200 spectators, a 177 seat Giant Screen Theater, 6,000 square feet for exhibitions, flat shows, catering, and banquets, and 1,000 square feet of meeting space. The NBS contains three (3) levels of covered parking with 258 spaces. Parking is charged for select events at the NBS, REC and the Aces Baseball Stadium.

B. SCHEDULE

Release Date	**Tuesday, November 24, 2026**
Question Submission	**Tuesday, December 8, 2026, at 2:00pm PST**
Responses to Questions Due	**Friday, December 11, 2026**
Submission Time/Date	**Tuesday, December 22, 2026, at 2:00pm PST**

C. PREPARATIONS OF QUALIFICATIONS

Respondent will examine all special instructions and terms and conditions of this RFP. Failure to do so will be at the respondent's risk.

a. Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact for correction or clarification.

b. Any addenda to this RFP issued will forthwith become an integral part of this RFP. Respondent is required to acknowledge receipt of same by signing and returning the addenda in its response.

c. Respondent will furnish the required information typed or written in ink.

d. The person signing the qualifications must initial erasures or other changes in ink.

e. In the space provided, a duly authorized representative of the respondent will sign this RFP document.

f. Respondent will proofread their qualifications carefully for errors.

g. In the event of a difference between written words and figures, the amount stated in written words will govern.

h. The RSCVA is not liable for any costs incurred by respondents prior to entering into the final agreement. Costs of developing the qualifications or any other such expenses incurred by the respondent in responding to this RFP, are entirely the responsibility of the respondent, and shall not be reimbursed in any manner by the Authority.

i. Any information deemed confidential or proprietary should be clearly identified by the Respondent as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise, the information shall be considered a public record. Information or data submitted with a response will not be returned.

D. SUMBISSION OF RESPONSES

Respondent will submit their response to this RFP attached to this original RFP 2027-EXEC01 document. Respondent will sign and return the ENTIRE RFP DOCUMENT marked as **ORIGINAL**, with an electronic copy, together with any addenda.

Responses will be enclosed in a sealed envelope addressed or delivered to:

Reno-Sparks Convention Center
4590 S. Virginia St.
Reno, NV 89502
Attention: Amy Pickens

The Authority assumes no responsibility for errant delivery of responses, including those relegated to a courier agent who fails to deliver timely. **The Authority will not accept a response submitted**

by telephone, facsimile or email. Nothing herein restricts the Authority's ability to consider any and all responses to this RFP, and to the extent that an untimely response to this RFP is considered, it will be done at the sole discretion of the Authority.

Response envelope must indicate name and address of respondent, RFP number and opening date.

E. QUESTIONS/CLARIFICATIONS

If any questions or responses require revision to this RFP, such revisions will be by formal amendment only. Any oral or written representations made by anyone at the Authority that appear to materially change any portion of this RFP will not be relied upon unless subsequently ratified by written amendment to this RFP issued by the Authority Finance Department. For determination as to whether any representation made requires that amendment be issued, please contact the Point of Contact.

F. PROPOSER'S CHECKLIST

Proposers are instructed to include the following items, at a minimum, in their proposals for the proposals to be considered complete. This checklist is provided to assist the Proposer. Failure to return all the items may result in your proposal being declared "non-responsive."

Item Reference	RFP Documentation	Page	Completed?
G.1.	Company Information	7	☐
G.2.	Company Background	8	☐
G.3.	Insurance Information	8	☐
G.4.	Business License Information	8	☐
G.5.	Disclosure of Principal Officers	9	☐
G.6.	Exceptions	10	☐
Item Reference	**Proposal Format**	**Page**	**Completed?**
K.1.	Firm Qualifications and Experience	20	☐
K.2.	Claims Management	21	☐
K.3.	Competitive Pricing	21	☐
K.4.	Licensure	21	☐
K.5.	Cost Proposal	21	☐
K.6.	References	22	☐
Proposal Submittal			
	One Original Hard Copy		☐
	Five Duplicates		☐
	One Master Flash Drive		☐

G. PROPOSERS INFORMATION

The following information must be completed, either typed or printed, and returned with the bid in accordance with the General Conditions contained herein.

1. Company Information

Company Name:
Contact Name:
Address:
City, State Zip Code:
Telephone Number:
Facsimile Number:
E-Mail:

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 22 pages of this Request for Proposal.

Signature:
Print Name:
Title:
Date:

2. Company Background

Has your company ever failed to complete any contracts awarded to it? No_____ Yes (If yes, please provide details.)

Has your company filed any arbitration request or lawsuits on contracts awarded within the last five years? No Yes____ (If yes, please provide details.)

Does your company now have any legal suits or arbitration claims pending or outstanding against it or any officers relating to the performance of a public contract? No__ Yes__ (If yes, please provide details.)

Does your company now employ any officers or principals who were with another Proposer when that company failed to complete a contract within the last five years? No__ Yes__ (If yes, please provide details.)
Has your company had a contract partially or completely terminated for default (cause) within the past five years? No___ Yes___ (If yes, please provide details.

Has your company been found non-responsible on a government bid within the last five years? No___ Yes___ (If yes, please provide details.)

3. Insurance Information

To be issued upon Notification of Award

Insurance Agent:
Telephone Number:

4. Business License Information

Jurisdiction
License Number:
License Expiration:
Name of Licensee (if different):

5. Disclosure of Principals

Company Name:
Address:
City, State Zip Code:
Telephone Number:
Federal Tax Id Number:

Names of Officers or Owners of Concern, Partnership, Etc.

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

If further space is required, please attach additional sheet(s).

6. Exceptions

Does the Proposer take exception to any of the terms and conditions of this RFP and attachment thereto. Yes___No___. If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.

_____

_____

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_____

H. GENERAL TERMS & CONDITIONS

The bidder agrees that the Proposer has carefully examined the specifications, and all provisions relating to the item(s) to be furnished or the work to be done; understands the meaning, intent, and requirements; and

Proposer will enter into a written Agreement and furnish the item(s) or complete the work in the time specified, and in strict conformity with the Authority of Sparks specifications for the prices quoted.

No communication with any other staff or Board Member of the Authority in regards to this RFP is allowed, except through the designated point of contact, and any such communication initiated by the Proposer may result in a disqualification of the Proposer.

Note: Proposer is defined as any individual, partnership, or corporation submitting a bid, proposal, or quotation in response to a request for bid (RFB), request for proposal (RFP), request for information (RFI) or request for qualification (RFQ). A Proposer may also be referred to as a bidder, contractor, supplier or vendor.

The use of the title "Proposer", "Vendor", "Contractor", "Firm" or "Consultant" within this solicitation document and any resulting Agreement shall be deemed interchangeable and shall refer to the person or entity with whom the Authority is soliciting and/or contracting for the service or product referenced within the bid document.

1. Addenda

The effect of all addenda to the bid documents shall be considered in the bid, and said addenda shall be made part of the bid documents and shall be returned with them. Before submitting a bid, each Proposer shall ascertain whether or not any addenda have been issued, and failure to acknowledge any such addenda may render the bid invalid and result in its rejection.

All potential Proposers are responsible for monitoring the Authority website regarding the availability of new bid documents or addenda (where applicable). The Authority will not be responsible for the results of any potential failures in automatic notification systems to potential Proposers or plan holders with respect to these documents and will not adjust bid schedules or requirements due to any potential failures of those systems.

2. Advertisements, Product Endorsements

Authority employees are prohibited from making endorsements, either implied or direct, of commercial products or services without written approval of the Authority President/CEO.

3. Annual Appropriation of Funds

In the event the Authority fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the Authority free from any charge or penalty.

4. Business License Requirement

All companies doing business with the Authority are required to obtain and maintain a current business license from the appropriate jurisdiction prior to the commencement of work. Proposer(s) awarded a Agreement resulting from this bid shall be required to obtain a current business license if they do not already possess one.

5. Compliance

All material and work performed shall comply with standing Federal, State, and Local Codes and Regulations, including but not limited to Occupational Safety and Health Act, Americans with Disabilities Act, etc.

6. Confidential Information

Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise the information shall be considered a public record. Information or data submitted with a bid will not be returned.

7. Conflict of Interest

No Authority employee or member of the employee's immediate family, may participate directly or indirectly in the procurement process pertaining to this bid if they:

- Have a financial interest or other personal interest that is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence, judgment or action in the performance of their official duties.

- Are negotiating for or have an arrangement concerning prospective employment with Proposer. The Proposer warrants to the best of his knowledge that the submission of the bid will not create such conflict of interest.

8. Default of Agreement

In case of default by the successful Proposer, the Authority may procure the product(s) or service from other sources and hold the Proposer responsible for any excess cost occasioned thereby.

If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.

Default by the Proposer in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified may be considered cause to commence with proceedings against any surety held, or assess a penalty equal to five (5) percent of the total proposal price.

9. Disputes

All disputes under this proposal shall be submitted to binding arbitration in accordance with the procedures of the Commercial Rules of the American Arbitration Association and judgment of the arbitrator shall be binding as a final judgment and shall be entered by a court of competent jurisdiction. Such arbitration shall be conducted in Washoe County, Nevada. The procedures specified herein shall be the sole and exclusive procedure for resolution of disputes arising out of, or relating to this proposal except those instances otherwise overseen by the governing law of the State of Nevada.

10. Document Ownership

All technical documents and records originated or prepared pursuant to this Agreement, including papers, reports, charts, and computer programs, shall be delivered to and become the exclusive property of the Authority and may be copyrighted by the Authority. Proposer assigns all copyrights to Authority by undertaking this agreement.

11. Document Submittals

It should be noted that the documents submitted by prospective Proposers are competitive sealed proposals and not competitive sealed bids. When proposals are opened, prices and other information will not be made public until the proposal is awarded. There shall be no disclosure of any Proposer's information to competing Proposers prior to the award of the proposal.

Upon award of the Agreement, the executed Agreement and proposals will become public information. Accordingly, each proposal should be submitted on the vendor's most favorable terms from a price and technical standpoint.

12. Evaluation And Recommendation, Selection And Agreement

Authority Staff shall review and may provide a shortlist of two to three responders that it determines to be the most qualified, in the Authority's sole discretion. The Authority will analyze the bids and the award will be made to the lowest, responsive and responsible Proposer whose bid conforms to the solicitation and whose bid is considered to be most advantageous to the Authority, with price and other factors considered. Factors to be considered may include, but are not limited to: Proposer's past performance that best suits the needs of the Authority, total unit cost, economic cost analysis, life cycle costs, warranty and quality, maintenance cost, durability, the operational requirements of the Authority and any other factors which will result in the optimum economic benefit to the Authority. The Evaluation Criteria will be contained in the Scope and Requirements Section.

The Authority staff will request a presentation and interview prior to making a final recommendation to the Authority Board of Directors. Upon review and approval of the recommendation by the Authority Board of Directors, Agreement negotiations will commence with the top ranked finalist.

The Authority reserves the right to reject any or all qualifications, and to waive any informalities or irregularities.

The Authority reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a Agreement pursuant hereto.

The Authority reserves the right to hold responses for a period of ninety (90) days from the date of opening before awarding or rejecting said responses.

Severability exists with regard to acceptance or rejection of any item, group of items, or section unless the Proposer has stipulated specific limitations.

Once a final selection has been made as described above, the Authority will work with the Proposer on preparing an Agreement (the "Agreement") for execution, which will set forth the terms and scope of the engagement of the selected Proposer, including, but not be limited to, the terms set forth in this RFP. If the Authority and the selected Proposer have not executed a negotiated agreement within fifteen (15) business days after selection by the Authority, the Authority may terminate negotiations with that selected Proposer and may initiate negotiations with an alternative Proposer on the shortlist.

No Agreement may be assigned to any other person or entity.

It will be recommended that the award be made to the Proposer the Authority deems best suited to fulfill the requirements of the project described in this RFP. The Authority reserves the right to select a company based on objective and/or subjective evaluation criteria.

The notification of selection and full execution of the Agreement will be the successful Proposer's authorization to commence services as specified in this RFP.

Upon notification of selection and full execution of the Agreement, the Proposer selected must be duly licensed to conduct business in the State of Nevada, Washoe County and the Authority of Reno or the Authority of Sparks. Proof of certificates, licenses, and permits must be submitted to the Authority Finance Department before work can begin. Cost of all required

certificates, licenses, and permits are the responsibility of the Proposer.

13. Exceptions

A Proposer deviating from specifications must specify any and all deviation(s). Failure to note said exceptions shall be interpreted to convey that the Proposer shall propose to perform in the manner described and/or specified in this bid solicitation. If exception(s) are taken or alternatives offered, complete descriptions must be shown separately.

14. Indemnification

The Proposer hereby agrees to indemnify and to save and hold harmless the Authority and their agents from any and all claims, actions, costs, expenses, (including attorney's fees), liability, damages or payments incurred by reasons of any bodily injury including death or property damage resulting from the Proposer's operations.

15. Insurance

The Agreement contemplated by this RFP will require that the successful Proposer shall procure and maintain, at its sole expense the following minimum insurance coverage:

Commercial General Liability. Commercial General Liability at least as broad as Insurance Services Office policy form CG 00 01 12/07, or equivalent, providing coverage on an occurrence form for Bodily Injury, Property Damage, Liquor Liability, Independent Proposers, Personal Injury, Broad Form Property Damage, Broad Form Contractual Liability and Medical Payments. The limits of liability shall not be less than One Million Dollars ($1,000,000) per occurrence, Two Million Dollars ($2,000,000) general aggregate for both bodily injury and property damage.

The policy shall include the Authority and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno as additional insureds with coverage at least as broad as Insurance Services Office (ISO) endorsement form CG 20 26 07/04.

The policy shall provide that coverage is provided on a primary basis, not excess or contributing with or secondary to any other insurance as may be available to the additional insureds.

Automobile Liability. Automobile Liability at least as broad as Insurance Services Office Business Auto Coverage Form CA00 01, or equivalent, providing coverage for Bodily Injury and Property Damage resulting from the ownership, maintenance or use of any auto, whether owned, rented or hired or non-owned. The limit of liability shall not less than One Million Dollars ($1,000,000) combined single limit (CSL) for bodily injury and property damage.

Workers' Compensation and Employer's Liability. Workers' Compensation at least as broad as National Council on Compensation Insurance (NCCI) policy form WC 00 00 00 B 07/11, or equivalent, providing coverage meeting the requirements of the Workers' Compensation law of the State of Nevada. To the extent such waivers are obtainable from the insurance carriers, the policy shall include an endorsement waiving the insurance company's rights of subrogation against the Authority, its agents, beneficiaries, partners, employees, the County of Washoe, and Authority of Reno. This endorsement shall be at least as broad as National Council on Compensation Insurance (NCCI) Waiver of Our Right to Recover from Others Endorsement form WC 00 03 13 with a revision date of January 2004.

Property. Property insurance on an All-Risk or Special Form providing coverage for personal property of the Proposer.

Blanket Employee Dishonesty Coverage. The coverage for Blanket Employee Dishonest Coverage for funds or property held by the Proposer on behalf of the Authority.

Form of Coverage. All such insurance maintained by the Proposer shall be:
issued by insurance companies authorized to do insurance business in the State of Nevada, issued by insurance companies with current A.M. Best financial ratings of at least A X or better satisfactory in form and substance to Authority.

16. Late Bids, Modifications, or Withdrawals

Bids, modifications of bids, or bid withdrawals received after the exact time and date specified for receipt will not be considered.

Within the scope of this proposal, the Authority shall be held harmless in any and all transactions between the Proposer and the other participating governmental entities.

17. Lawful Performance

Vendor shall abide by all Federal, State and Local Laws, Ordinances, Regulations, and Statutes as may be related to the performance of duties under this agreement. In addition, all applicable permits and licenses required shall be obtained by the vendor, at vendor's sole expense.

18. Non-Discrimination

No Proposer providing a service, program or activity to the public on behalf of the Authority shall discriminate against any person because of sex, race, color, creed, national origin or disability, and shall comply with the Americans with Disability Act and Authority's policies pursuant thereto when providing said service, program or activity.

The Authority is an Affirmative Action/Equal Opportunity Employer. Proposers shall be cognizant of the requirements for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

19. Open Meeting Law

NRS 241 provides that public business will be conducted in open meeting.

20. Protests

Pre-Opening Protests: Any protest based upon restrictive specifications or alleged improprieties by the Authority, which are apparent prior to proposed opening including, without limitation, these protest procedures, shall be submitted to the Authority at least seven (7) days prior to the submission opening date. Three (3) copies of any pre-opening protests must be delivered to Reno-Sparks Convention & Visitors Authority, 4001 South Virginia Street, Suite G, Reno, Nevada 89502, Attention: Jeff Jensen. All protests must be in writing to be considered, and shall specify in detail the grounds for the protest and the facts and law

supporting the protest. All pre-opening protests will be resolved by the Authority prior to the submission opening. The Authority Finance Department will issue a written decision specifying the grounds for granting or denying the pre-opening protest. If a protest is granted, the proposed opening date may be postponed and an Addendum issued or, at the sole discretions of the Authority, the Authority may cancel the bid. If the protest is denied, submissions will be received and opened on the scheduled opening date in the same manner as if no protest had been filed.

Appeal by Unsuccessful Proposer: Any protest from an unsuccessful proposer must be submitted prior to award by the Board as established in NRS 332.068. Proposer must submit a written appeal in accordance with the requirements set forth herein to the Finance Department within five business days from the date of the letter notifying of intent to award.

The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract in order to have their appeal heard by the Board. Any and all bonds are subject to the approval of the Board's Attorney. In the event the appeal is not upheld by the Board, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the Authority because of the unsuccessful appeal.

The route of appeal is the Director of Finance then the President/CEO, or designee, and must be followed sequentially. No RFP protests will be heard by the Board unless the proposer has followed the appeal process route.

Claims Against Protest Bonds:

The Authority shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the Board. The Authority may:

- Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
- Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
- Claim the Authority's Attorney time and costs in processing, considering and/or defending against an award protest.
- Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
- Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a Agreement to a selected solicitation response.
- Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a Agreement to a selected solicitation response.

Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting Authority department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the

Agreement award(s) stayed by the protest, without disclosing any bid information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the Board. A protester may withdraw a protest in writing at any time prior to a decision of the Board, but any withdrawal more than seven (7) calendar days after the issue date of the Authority's estimate of the basis of potential claims shall, upon Board's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester.

21. Signature

All bids shall be signed and the title and Proposer name indicated. A bid by a corporation shall be signed by an authorized officer, employee or agent with his or her title.

22. Submission of Responses

The Authority assumes no responsibility for errant delivery of responses, including those relegated to a courier agent who fails to deliver in accordance with the submission time/date and address requirements.

The Authority will not be responsible for the premature opening of responses, which are not properly addressed or identified.

The Authority will not accept a response submitted by telephone, telegraphic notice, facsimile, or e-mail.

Proposer will furnish the required information typed or written in ink.

The person signing the response must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the Proposer will sign this RFP document (Page 7).

Proposer will proofread its response carefully for errors.

The Authority is not liable for any costs incurred by Proposer prior to entering into the final Agreement. Costs of developing the qualifications or any other such expenses incurred by the Proposer in responding to this RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Authority.

Response information shall be kept confidential pending subsequent evaluation and negotiation. Response contents shall only be released once the agenda has been posted for award consideration of a Agreement by the Board of Directors.

The Authority reserves the right to negotiate any terms and conditions of responses received prior to acceptance/rejection of said response or Agreement resulting from response.

The Proposer will complete the response in the form and order as outlined in Proposer's Checklist.

23. Tax Exemption

The Authority is a tax-exempt public entity and is not generally subject to federal excise, state, or local taxes. The Authority is specifically limited in its payment of sales tax per NRS 372.325. No additional taxes may be added or "passed through" as a result of any agreement.

24. Venue

This agreement shall be governed by and interpreted according to the laws of the State of Nevada, and venue for any proceeding shall be in Washoe County

25. Withdrawal of Bids/Proposals

Bids/Proposals may be withdrawn by written or facsimile notice received prior to the exact hour and date specified for receipt of bid. A bid/proposal may also be withdrawn in person by a Proposer, or Proposer's authorized representative, prior to the exact hour and date set for receipt of bids. Telephone withdrawals are not permitted.

J. EVALUATION OF PROPOSALS

The Authority Staff will review all submissions and provide a recommended Proposal to the Board for award of an Agreement and may provide a list of one to three responders that it determines to be the most qualified, in the Authority's sole discretion. The Authority will consider the following factors, none of which will, standing alone, be conclusive:

- Account Team and Firm Qualifications and Experience,
- Insurance Placement
- Claims Assistance,
- General Advisory Services
- Reporting
- Emergency Support
- Competitive Pricing,
- Licensure,
- References,
- Cost Proposal,

K. SCOPE OF SERVICES

The selected Insurance Broker shall provide professional insurance brokerage and risk management advisory services to the Authority as defined in the following Scope of Services. This list outlines the essential duties, though additional responsibilities may arise beyond what is specified here.

1. Account Team

a. Assign a dedicated account team to the Authority, including an account manager and support staff.
b. Ensure the account team is available to address any questions or concerns promptly.

2. Insurance Placement

a. Market, place, and renew all lines of insurance (except employee health insurance), to include, but not be limited to: property insurance; liability insurance; workers' compensation; cyber liability insurance; auto insurance; public officials and officers liability insurance; crime; kidnap and ransom; pollution; etc.
b. Assisting the Authority in gathering and preparing information required by insurers.
c. Solicit quotes from multiple insurance carriers to ensure competitive pricing and comprehensive coverage.
d. Analyze and recommend appropriate coverage limits, deductibles, and cost-saving opportunities and identify gaps or overlaps in coverage.
e. Provide a detailed comparison of quotes, including coverage limits, exclusions, and premiums.
f. Conduct pre-marketing meetings with the Authority to discuss the Authority's insurance needs, current market conditions, and strategic objectives.
g. Facilitate the placement of insurance policies with selected carriers.
h. Manage the renewal process, ensuring timely renewal of all policies to avoid lapses in coverage.
i. Review all insurance policies for accuracy and compliance with Authority's

requirements and needs.

j. Process policy endorsements and adjustments as needed throughout the policy term.
k. Cooperate fully in any transition to another broker at the expiration of the contract.
l. Ensure all insurance policies comply with applicable state and federal regulations.

3. Claims Assistance

a. Coordinate with carriers to ensure timely and fair claims handling.
b. Assist in the management of insurance claims and consult on complex claims and dispute resolution.
c. Monitor the status of open insurance claims.
d. Provide regular updates to the Authority based on conversations with carriers, underwriters, and claims adjusters.
e. Advocate on behalf of the Authority to ensure fair and timely resolution of claims.
f. Provide regular reporting and reviews of open claims and losses.

4. General Advisory Services

a. Provide legislative and regulatory updates affecting public agency insurance.
b. Provide ad hoc consulting on insurance issues and certificates of insurance.
c. Attend Authority meetings as requested (in-person or virtual).
d. Provide guidance on regulatory changes that may impact the Authority's insurance program.
e. When requested by the Authority, review contracts and agreements to ensure proper insurance requirements, risk transfer techniques, and mitigation provisions are in place.
f. Provide recommendations for contractual risk management.

5. Reporting

a. Provide regular reports on the status of the Authority's insurance program, including coverage summaries, premiums, and claims activity.
b. Prepare an annual insurance summary report to the Authority.
c. Full disclosure of compensation earned on the account (commissions, fees, contingent commissions, and any other compensation).
d. Proposed changes and options to consider for the upcoming year's insurance placements.

6. Emergency Support

a. Offer 24/7 emergency support for urgent insurance and claims-related issues.
b. Ensure timely response to any incidents that may arise.

L. PROPOSAL FORMAT

Proposals must sufficiently describe and demonstrate that the Proposer possesses a thorough understanding of the Scope of Work. Proposals shall be prepared simply and economically, provide a straightforward and concise description of how the proposal has satisfied all the requirements of this RFP. Emphasis shall be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. Excessive or irrelevant materials will not be favorably received.

At its discretion, the Authority may contact a Proposer to request additional information and documentation or budget and scope clarifications at any time during the selection and negotiation process.

1. Account Team and Firm Qualifications

a. Describe the history and structure of your organization, including the number of employees and available resources, locally, nationally, and globally. Please provide specific professional information on your organization's top representatives.
b. Names, titles, and roles of the proposed service team.
c. Brief biographies of the service team highlighting relevant experience (detailed resumes may be attached and are excluded from the page limit).
d. Identify any proposed subcontractors and must provide a description of their qualifications and experience in providing the types of services in the RFP.
e. Describe your experience working with similar organizations, (convention centers, visitor bureaus, Nevada public sector entities) you have served.
f. Provide information on the number of years you have provided insurance brokerage services to Nevada public sector entities.
g. Outline your knowledge of insurance products, risk management, and regulatory compliance specific to similar organizations.
h. What types of insurance programs have you designed and implemented for similar organizations?

2. Insurance Placement

a. Discuss how you will meet the Scope of Services for Insurance Placement.

3. Claims Assistance

a. Discuss how you will meet the Scope of Services for Claims Assistance.

4. General Advisory Services

a. Discuss how you will meet the Scope of Services for General Advisory Services.

5. Reporting

a. Discuss how you will meet the Scope of Services for Reporting.

6. Emergency Support

a. Discuss how you will meet the Scope of Services for Emergency Support.

7. Competitive Pricing

a. Define the strategies you use to negotiate favorable terms and pricing with insurance carriers.
b. Describe any measures you take to regularly review and adjust so pricing is competitive.
c. Any additional and related products and services offered by the Proposer but not requested in this RFP that could add value to the overall work. Identify and describe

these additions and their value.

8. Licensure

a. Proposers shall submit evidence of all professional licenses required to perform the Scope of Work with their proposal, including proof of active licensure with the Nevada Division of Insurance for insurance brokerage services.

9. Cost Proposal

a. Cost proposals shall describe the fee structure and methodology (e.g., flat fee, commissions, hybrid, etc.), provide clear disclosure of all costs, and include any cost-saving strategies or recommendations.
b. Cost Proposals will be evaluated on reasonableness of the total cost and competitiveness with other offers received and adequacy of technical proposal in support of figures proposed.

10. References

Provide at least three (3) recent references, with contact information and duration of the engagement, for similar work performed by the firm. References must be companies or governmental agencies contracted within the last three years and should be clients who utilize the insurance brokerage and advisory services. Please note whether they are currently contracted clients or former clients. Below is a sample format to be used.

Company Name: _____ Contact: _____

Address: _____ Phone: _____

E-mail: _____

Current or Past Client: _____

Company Name: _____ Contact: _____

Address: _____ Phone: _____

E-mail: _____

Current or Past Client: _____

Company Name: _____ Contact: _____

Address: _____ Phone: _____

E-mail: _____

Current or Past Client: _____