



## REQUEST FOR QUALIFICATIONS

### Independent Adjusting Services for the Washington State Transit Insurance Pool

Submissions due by: 5:00 p.m. July 01, 2018. Please send submissions as they are completed, as we will review them as they are received. Please direct inquiries to Cedric Adams at [cedric@wstip.org](mailto:cedric@wstip.org).

#### **Introduction**

The Washington State Transit Insurance Pool (WSTIP) is a public agency formed for the purposes of risk sharing, loss prevention, and insurance purchasing. This request for qualifications (RFQ) is to solicit and select qualified individuals working with a firm or as a sole practitioner with adjusting expertise and experience in adjusting the following types of claims: auto-liability (both property damage and bodily-injury), general-liability (both property damage and bodily-injury), property damage, under/un-insured motorist coverage, and medical-payment coverage. Selected individuals will provide representation to WSTIP and its members as an independent contractor; not a WSTIP employee.

#### **Organizational Overview**

The Washington State Transit Insurance Pool (WSTIP) is a joint self-insurance and risk management pool authorized by *Revised Code of Washington (RCW) 48.62.031*. This law authorizes the governing body of a local entity to join or form a self-insurance program with other entities and may purchase insurance or reinsurance with other entities for property and liability risks. The agreement to form a joint-insurance program shall be made under *chapter 39.34 RCW* and may create a separate legal or administrative entity. With that said, WSTIP is a public entity comprised of 25 public transit systems located in the State of Washington. Despite its name, WSTIP is not an insurance company. WSTIP is regulated by the State Risk Manager in the office of Risk Management, a division of the Department of Enterprise Services, instead of the Washington State Insurance Commissioner.

#### **Independent Adjusters**

The role of an adjuster who works for WSTIP is to provide representation to the WSTIP Claims Staff and its members by at a minimum:

- Coordinate contact and communication between claimants and WSTIP;
- Gather and analyze facts and documentation;
- Provide coverage analysis;
- Provide liability analysis;
- Provide damages analysis;
- Provide appropriate, accurate, and timely reports;
- Coordinate appraisals and totaling of vehicles;
- Negotiate settlements and communicate denials; and,
- Be available to respond to questions and requests for information in a timely manner.

Adjusters work closely with WSTIP Claims Staff and member representatives responsible for collecting necessary information at each organization.

### **Qualifications**

#### Experience in

- Experience in insurance, automobile, bodily-injury, property or some other form of adjusting.

### **Proposal Requirements**

Written proposals must include the following sections:

1. Your history or history of the firm.
2. Statement of types and scope of services performed by you or your firm and how they relate to the duties and qualifications required by this RFQ. Your response should include a description of adjusting experience, indicating clients of similar makeup to WSTIP for which you provide(d) services.
3. A list of references knowledgeable of your and your firm's representative work (if applicable). Please include telephone numbers and addresses.
4. Your resume and a list of personnel, with resume, who would also work WSTIP claims.
5. Statement of rates, as well as how travel rates are figured. Hourly rates should include all overhead, indirect costs, incidental travel, and any other miscellaneous expenses. WSTIP has members across the state, so travel at times is required. If you would not like to travel or have assignments, outside of a certain geographical zone, please state the boundaries.
6. List of any conflicts or potential conflicts and description of how those would be handled/managed.
7. Provide certification of professional liability insurance.
8. List of any professional, ethical, or criminal complaints or disciplinary actions.

### **Questions**

Questions regarding this request shall be submitted via email to [cedric@wstip.org](mailto:cedric@wstip.org).

### **Process**

Submittals shall be in the form of a PDF and emailed to: **[cedric@wstip.org](mailto:cedric@wstip.org)**, with the subject of: **WSTIP Independent Adjuster RFQ**. WSTIP's Executive Director and Claims Manager will review the submissions and schedule follow-up interviews, visits, and request for more information as warranted.

The deadline for submissions is no later than 5 p.m. July 01, 2018.

WSTIP reserves the right to not pursue any or all submissions.