



REQUEST FOR QUALIFICATIONS

Independent Investigative 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.

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 investigative, legal, adjusting, or issue spotting and problem-solving expertise and experience within a public entity or private organization to perform investigations and produce conclusive reports before a lawsuit is filed. Typical WSTIP lawsuits are in the arena of employment discrimination, harassment, and misconduct, wrongful termination, as well as public official's liability. 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 Investigators

The role of an investigator who works for WSTIP or one of its members is to provide a complete and neutral assessment of issues ranging from workplace discrimination, harassment, or retaliation to organizational or department climate assessments by at a minimum:

- Gather and analyze facts and documentation;
- Provide liability analysis;
- Provide damages analysis;
- Provide appropriate, accurate, and timely reports; and,
- Be available to respond to questions and requests for information in a timely manner.

Investigators work closely with WSTIP Claims Staff and member representatives responsible for collecting necessary information at each organization. Often times, but not in all circumstances, there is a \$5,000 budget restraint under the WSTIP Pre-Litigation opportunity for its members.

Qualifications

Experience in

- Experience in insurance-defense, employment related complaints, or other investigations concerning a public entity or other organization and its personnel.

Proposal Requirements

Written proposals must include the following sections:

1. Your history or history of your 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 investigative experience, highlighting clients of similar makeup to WSTIP for which you provide(d) services.
3. A list of references knowledgeable of your 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.

Process

Submittals shall be in the form of a PDF and emailed to: **cedric@wstip.org**, with the subject of: **WSTIP Independent Investigator 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. WSTIP has 25 members across the state of Washington this RFQ is meant to also provide our members with a resource to independently assign investigations to matters they deem fit for an outside perspective, before tendering an official claim to WSTIP. By submitting your qualification, you are also giving WSTIP permission to share your credentials with our members.