



ONTARIO ASSOCIATION OF AGRICULTURAL SOCIETIES

“OAAS”

REQUEST FOR PARTNERSHIP: INSURANCE DESIGN & MANAGEMENT PLAN





1.0 GENERAL TERMS & CONDITIONS

The Ontario Association of Agricultural Societies shall hereby be referred to as the “OAAS” throughout this document.

Request for Partnership shall hereby be referred to as “RFP”.

1.1 Purpose

The OAAS is in the process of selecting a broker/insurance company partner to assist in the potential development of an insurance program for up to 220 individual agricultural societies that make up OAAS, and to continue to provide insurance and risk management services in the areas contained within this RFP.

Through this RFP, the OAAS seeks to:

- Select the successful partnering brokerage firm or insurance company
- Develop the commercial insurance coverages and risk management strategies to benefit their members with the anticipation that resulting agreed to program will be announced at the 2014 Convention in Toronto
- Hold a series of 4 (or more) scheduled working group meetings, as part of the development process, which will include representation from the broker/insurance company, members of OAAS and the General Manager of OAAS
- Upon the successful development of an agreed to risk management strategy, the successful partnering brokerage firm or insurance company will be named as the **“Official Insurance Provider of the OAAS”**
- Specify the terms and conditions that would govern any resulting party

This RFP states the instructions for submitting proposals, and the procedures and criteria by which the successful proponent will be selected. All proposals are subject to the terms and conditions of this RFP, the accompanying specifications and all other contract provisions or data that is incorporated.

1.2 Proposal Submissions

The proposal is to be submitted in a sealed envelope clearly marked with the proposal name to the General Manager on or before the closing date and time.

All proposals shall become property of the OAAS.



1.3 Corporate Profile

The OAAS is the provincial association representing over 220 agricultural societies from across the province. Its mission is to act as a resource and a united voice for its members by providing leadership through education and communication to encourage them to promote agriculture and a rural way of life in Ontario.

In Ontario, Agricultural Societies are governed by the Agricultural and Horticultural Organizations Act. Their purpose is seen as being a community organization mandated with preserving and celebrating the rural way of life in Ontario. While the annual agricultural fair is one of the major functions of agricultural societies in Ontario, they have a number of other roles in fulfilling their mandates. As the provincial association, the OAAS primary focus is to assist its' members in achieving their own respective goals.

One specific item that may be of particular interest to interested proponents is the scope of Agricultural Societies in Ontario. Currently in Ontario, Agricultural Societies have a total membership of approximately 40,000 individual members and the fairs are host to 3.2 million visitors annually. The OAAS is in the process of developing Sponsorship opportunities to capitalize on these assets.

The OAAS is governed by a home-craft director and an agricultural director from each of the fifteen districts in the province. These thirty board members, combined with four executive members provide leadership to the association.

With respect to staff resources, the OAAS is managed by a General Manager with the assistance of a Treasurer and a Secretary, who also acts as the Convention Coordinator.

The highlight of the year for the OAAS is the annual convention, which takes place in mid-February. The convention, which brings together upwards of 1000 delegates from all across the province, provides the OAAS members with education, information, and networking opportunities that are meant to improve the operations of the individual agricultural societies.

The OAAS encourages visitors to their website to visit the many pages inside and learn about the organization, its members and the great job that agricultural societies are doing in *Celebrating Rural Ontario*.

For further information, please visit our website at www.ontarioagsocieties.com or www.ontariofairs.com



1.4 Proposal Costs

The OAAS is not liable for any costs incurred by brokers/agents/insurance company in preparing responses to this RFP or for any work performed during the development of the risk management strategies prior to official appointment as the *Official Insurance Provider* by the OAAS.

1.5 OAAS Contact for RFP

It shall be the proponent's responsibility to clarify any key questions with the General Manager of the OAAS prior to submitting the proposal. Responses to inquiries will be forwarded to all proponents. Inquiries should be directed to:

Name Mark Beaven
Title General Manager
Address PO Box 189, Glencoe, ON, N0L 1M0
Telephone 519-287-3553
Email gm@ontariofairs.com

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this RFP, it must notify the OAAS immediately in writing.

1.6 Schedule of Events

The following schedule is provided for planning purposes only. The OAAS may alter this schedule at any time and accepts no responsibility for adherence to this schedule.

- A. Issue of RFP – April 15, 2013
- B. Inquiries Up To – April 30, 2013
- C. Due Date for Submission of Proposal – May 15, 2013
- D. Proponent Selected by OAAS Executive – May 31, 2013



1.7 Opening

Proposals will only be received by:

Name Mark Beaven
Title General Manager
Address PO Box 189, Glencoe, ON, N0L 1M0
Telephone 519-287-3553
Email gm@ontariofairs.com

A copy of your proposal must be received no later than 12:00pm local time, May 15, 2013.

As this is a proposal document for which a number of criteria will be evaluated, only the names of proponents who have submitted a proposal will be identified at the opening.

1.8 Evaluation Process

Selection

The successful brokerage firm will be selected based upon evaluation criteria developed by the OAAS which in its sole discretion will determine the manner in which each response to this RFP meets the evaluation criteria.



Evaluation Criteria

Each response to this RFP will be evaluated by the OAAS to determine the degree to which it responds to the requirements as set out. Factors to be considered will include, but not necessarily be limited to:

- Experience
 - The proponent's proven ability to develop and implement the OAAS insurance program
 - The proponent's experience in developing and managing group commercial insurance programs for non-profit organizations
- Services Offered
 - Proponent's willingness to meet with select board representatives from various regions to discuss current exposures and gather key insurance information in order to develop the program
 - Ongoing risk management services
 - Claims management services, including evidence of how the proponent links claims analysis to their risk management advisory services
 - Ongoing communication with OAAS members on a regular basis with respect to upcoming changes and challenges to the insurance program.
- Proponent's Financial Stability
 - The insurance company's/broker's financial strength and long-term viability

2.0 Service Requirements

Please provide responses to the following in the order presented.

2.1 Proponent/Brokerage Responsibilities

Brokers/insurance companies must provide evidence of long-term strength and viability, flexibility to react to the changing insurance needs of the OAAS, but have the ability to anticipate the OAAS needs and respond with innovative solutions. Brokers/agents/insurance companies must have access to appropriate insurance markets and provide a listing of those markets which they will approach on behalf of OAAS.

Please confirm your organization is licensed and in good standing to operate as an insurance broker/agent/insurance company in the province of Ontario.



Brokers/agents/insurance companies must provide evidence of non-profit and group commercial insurance experience including your familiarity with operations and associated risks as well as demonstrated comprehensive knowledge of appropriate coverage lines.

Outline the Account Management Team you propose to assemble to service the needs of the OAAS, including qualifications and functions of each team member. Include the locations of the proposed servicing office(s) and methods by which the OAAS members will be able to interact with the proposed servicing office(s).

2.2 Risk Management Services

The OAAS is interested in receiving information on new and innovative ways to manage its risks and insurance requirements.

Include in your proposal an overview of the Risk Management Services (including seminar training) that you will provide to the OAAS members.

2.3 Claims Management Services

Please describe in detail how claims for the OAAS program will be handled. Provide an overview of the Claims Management Plan that your organization would use. Outline the claims/incident handling and reporting procedure(s) that would be implemented to standardize this process to accommodate all OAAS members and their various locations.