



Request for Information:

RFI# 24-044 Insurance Brokerage

RFI Released: November 15, 2023

Deadline for Information: January 2, 2024 by 2:00 PM

The Houston Livestock Show and Rodeo promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage, and provides year-round educational support within the community. Since its beginning in 1932, the Rodeo has committed more than \$575 million to the youth of Texas and education. The 2024 Rodeo is scheduled for Feb. 27 – March 17. The 2024 World's Championship Bar-B-Que Contest, presented by Cotton Holdings, is scheduled for Feb. 22 – 24. For more information, visit rodeohouston.com and connect with #RODEOHOUSTON online via Facebook, Twitter, Instagram and YouTube for all the latest news.

The Houston Livestock Show and Rodeo, Inc. "HLSR" is seeking information from qualified insurance brokers to provide group health insurance services. The purpose of this Request for Information (RFI) is to gather details about your firm's capabilities, experience, and approach to delivering group health insurance solutions. This RFI is not a solicitation for proposals; rather, it is intended to inform our selection process. HLSR currently has 145 full-time employees to whom they offer health benefits. Employees have the option to cover dependents as well. The benefits selection includes:

- Three plans (two PPO and one HMO)
- Two dental plans (in-network and out of network)
- One PPO vision plan
- Basic life insurance for employee (spouse and child)
- Optional life insurance
- Long-term disability

GENERAL INFORMATION

COMPANY OVERVIEW

- Provide a brief overview of your company, including its history, size, and core competencies.
- Highlight any industry certifications or accreditations.

EXPERIENCE

- Detail your experience in providing insurance brokerage services, specifically in the not-for-profit sector.

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REFERENCES

- Provide a list of at least three client references for whom you have provided similar services.
- Please disclose if you are a HLSR Board member or related to a HLSR Board member.
 - *Disclosure of this information will not prevent your firm from being eligible to move forward.*

SERVICES OFFERED

INSURANCE PRODUCTS

- Specify the range of insurance products and coverages your firm can provide.
- Highlight any specialized areas or industries you focus on.

CLAIMS HANDLING

- Describe your approach to claims handling and resolution.

ENROLLMENT AND SUPPORT

- Describe the enrollment process and ongoing support services your company provides.

RISK MANAGEMENT SERVICES

- Outline any additional services related to risk management that your firm offers.

TECHNOLOGY AND INNOVATION

TECHNOLOGY INFRASTRUCTURE

- Provide details about your technology infrastructure and any proprietary systems used for managing insurance services.

INNOVATION AND TRENDS

- Discuss how your firm stays abreast of industry trends and incorporates innovation into your services.

COMPLIANCE AND REGULATION

REGULATORY COMPLIANCE

- Detail how your firm ensures compliance with relevant insurance regulations and standards.

ETHICAL STANDARDS

- Explain your commitment to ethical standards in the insurance industry.

RFI SUBMISSION INSTRUCTIONS

SUBMISSION DEADLINE

- Monday, January 2, 2024

CONTACT INFORMATION

- Dana Seymour, Director, Human Resources – seymour@hlsr.com

EVALUATION CRITERIA

SELECTION CRITERIA

- Brokers will be evaluated based on overall services provided.

EVALUATION PROCESS

- Brokers selected during the RFI process will be asked to submit a formal RFP with HLSR making a final selection for a broker in April 2024.

CONCLUSION

Thank you for your interest in providing insurance broker services to the Houston Livestock Show and Rodeo, Inc. We look forward to reviewing your response.

Sincerely,

Dana Seymour

Director, Human Resources