



**Request for Proposals
For Insurance Brokerage Services
April 1, 2025**

The New York State Society for Human Resource Management, Inc. (SHRM New York State) is seeking insurance broker services to meet SHRM New York State's liability, cyber, director and officers and certain other insurance needs and to advise SHRM New York State on addressing risk management requirements that are in the best interest of the organization.

Proposers must be duly licensed by, and in good standing with, the New York State Insurance Department. Proposers must have experience in providing broker of record services for non-for-profit organizations. The awarded broker will be responsible for assisting SHRM New York State with all aspects of its current insurance coverages, including but not limited to placement of the organization's various policies, providing professional guidance, assessing and evaluating risk, and advising on new insurance programs.

SHRM New York State intends to make one award under this solicitation.

Proposers will be evaluated on their qualifications and experience.

Questions on the RFP will be accepted through **April 25, 2025**. Questions should be sent to info@shrmnys.org.

Proposal Submission: Online submission is preferable. Proposers may submit Word, Excel or PDF files. Individual files should be 25MB or less in file size. Proposal PDFs should be searchable. Files should not be scanned. For ease of identification, all electronic files should be named using the proposer's entity name in the title of the document.

One email, with proposal attached, should be sent to info@shrmnys.org.

All proposals must be received by 4:00 PM Eastern Time on the date noted above. Late proposals will not be accepted. Incomplete proposals may be subject to disqualification. It is the proposer's responsibility to ensure that all pages have been included in the proposal.

1. Introduction

The New York State Society for Human Resource Management, Inc. (SHRM New York State) is a non-for-profit human resource professionals organization representing fifteen local SHRM affiliate chapters and At-Large members across New York State. Information about the organizations is contained on its website at <https://nys.shrm.org/about-us>

SHRM New York State currently maintains insurance policies for General Liability, Directors and Officers, and Event with coverage amounts and terms as summarized below.

2. Eligibility and Minimum Qualifications

Proposers must be duly licensed by, and in good standing with, the New York State Insurance Department. Proposers must have experience in providing broker of record services for non-for-profit organizations.

3. Program Requirements

The awarded broker will assist SHRM New York State will all aspects of its insurance coverages, including but not limited to:

- a. Policy placement, analysis of existing structures, and renewal strategy (see #7 below for current policies)
- b. Guidance on liability limits using analytics and benchmarking
- c. Risk assessment, evaluation, and negotiation with carriers
- d. Advising on insurance programs to address changing exposures
- e. Ensuring policies, endorsements, and billings align with agreements
- f. Resolving coverage questions/disputes promptly
- g. Additional insurance consulting services, as needed.

4. Proposal Requirements

Proposals should be concise and avoid unnecessary attachments. Each page must include the proposer's name and page number.

All proposals submitted in response to this RFP shall become the property of SHRM New York State.

Proposal Format

To facilitate comparison of proposals, proposers must submit proposals in a format that corresponds to the following outline:

Section 1: Introduction – Describe the brokerage firm, its services, and qualifications, including years of experience, employee count, and client base. Provide proof of licensure and good standing in New York State.

Section 2: Staffing – Identify key personnel, including the account executive, with details on tenure, experience in insurance or risk management, client load, and professional designations.

Section 3: Qualifications & Experience – Outline relevant experience in providing insurance services to similar organizations. Offer insights or recommendations on SHRM New York State’s coverages, including expertise in emerging risks like cybersecurity and AI.

5. Term

The term of the broker services will be effective beginning July 1, 2025, and ending December 31, 2026, and with options to renew at one-year increments for the next 3 years ending December 31, 2029.

6. Broker Selection and Proposal Evaluation

Proposals received by the due date will be evaluated by a panel of the organization.

Proposers will be evaluated on their experience, qualifications, and responsiveness. This includes the brokerage firm's background, relevant experience with similar organizations, available resources, and past performance. References, professional qualifications, and industry experience will also be considered. Additionally, proposals will be assessed for completeness, clarity, and understanding of requested services.

Proposers must acknowledge that they are able to place all lines of coverage as outlined below.

7. Current Insurance Limits

Line of Insurance	Insurance Policy Limits
Non-Profit Directors & Officers	\$1,000,000
Employment Practices	\$1,000,000
General Liability with Fine Arts coverage	\$2,000,000 \$25,000
Event Insurance (per event) Minimum two in-person events per year, Leadership Conference (50 attendees) and State Conference (600 attendees)	\$1,000,000

Line of Insurance	Insurance Policy Limits
Errors & Omissions	To be considered
Cyber Liability	To be considered