# Property/Casualty INSURANCE AGENT OF RECORD

Statement of Duties

The Insurance Agent of Record will be responsible for negotiating insurance policy terms and rates to be submitted to the District. Additional duties include providing the services necessary to assist the District filing insurance claims, evaluating premium additions and deductions, and other insurance/ risk management related matters.

Supervision Received

The District will be the direct supervisor of the Insurance Agent of Record and the contact on any insurance related matters.

Examples of Duties Performed

Agent of Record duties will include, but not be limited to the following:

1. Assist the District in identifying insurance risks such as:
	1. Valuation of real and personal property and loss of use thereof.
	2. Identifying risks involved in District operations.
	3. Identifying risks from insurance company claim records.
2. Assist the District in loss reduction efforts by providing risk management services.
3. Assist the District in insurance purchase and service by:
	1. Determining proper limits and coverages for estimated risk frequency and severity.
	2. Evaluating insurance companies as to their fiscal stability and service record.
	3. Obtaining competitive premiums for coverage desired. Accompanying these quotations will be the written analysis of the option presented along with the recommended choice of the Agent of Record.
	4. Supervising accuracy of premium invoices received from reviewing and initialing all insurance invoices prior to payment.
	5. Reviewing policies received for accuracy.
	6. Accurately amending policies as needed.
	7. Advising District on trends in insurance market as to price and capacity.
	8. Periodically making an objective review of the District insurance program in view of market changes.
4. Assist the District in developing and documenting a formal risk management plan for both short and long range timeframes.

# INSURANCE AGENT OF RECORD

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name:

Address:

Telephone Number:

Name of Person Preparing Proposal:

If you have a prepared brochure on your firm we would like to see it; however, in addition we ask that you address each of the issues below.

1. How many years has your firm been in business?
2. Indicate your approximate annual public sector property and casualty insurance premium volume.
3. Please describe the ownership of your firm.
4. Would our account be serviced from your office at the above address? If from a branch office, please give address.
5. Name person or persons who will be directly responsible for our account and state their insurance experience, particularly public entity insurance service.
6. How often would your Account Manager call on us for insurance program review and updating?
7. Describe claims handling assistance your agency will provide us.
8. Describe loss prevention and risk management services available from or through your firm.
9. Describe the assistance your firm will provide us in developing detailed and summary claims data.
10. Describe method you will use to assist our budget committee in estimating future insurance premium costs.
11. List two public entities you are now serving as Agent of Record (preferably ones near our type and size) and provide the name and telephone number of person to contact for reference.
12. Please describe your Workers’ Compensation service philosophy, and specifically identify the services that you feel would benefit our entity. Please also identify the Workers’ Compensation dedicated staff members who would service our account.