



## FLORIDA LIFE & HEALTH INSURANCE GUARANTY ASSOCIATION

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### **Request for Proposals For Finance, Accounting and Other Operational Services**

**November 2, 2020**

#### **INTRODUCTION**

The Florida Life & Health Insurance Guaranty Association ("FLAHIGA") requests proposals from accounting firms with experience in providing accounting services to agencies or entities that issue assessments, and with experience in providing administrative services relating to finance, investments, maintenance of banking relationships and accounts, bill payment, check preparation and transmittal, financial statement preparation, bank statement reconciliations, claim payments and other operational matters, including provision of IT support for these functions. The services solicited through this request for Proposals will be provided under the terms of a three-year contract term beginning on or about January 1, 2021 with the selected person or entity, and any extension to be granted at the sole discretion of FLAHIGA's Board of Directors, for up to two additional three year renewal terms. One person or entity will be selected to provide the services requested in this Request for Proposals.

FLAHIGA is a nonprofit corporation created by the Florida Legislature in 1979. FLAHIGA is composed of all insurers licensed to sell direct life insurance, accident and health insurance, and certain annuities in the state of Florida. In the event that a member insurer is found to be insolvent and is ordered to be liquidated by a court, the Florida Life and Health Insurance Guaranty Association Act (hereafter we will shorten this to "the FLAHIGA Act") enables FLAHIGA to provide protection (up to the limits spelled out in the FLAHIGA Act) to Florida residents who are holders of life and health insurance policies and certain annuities with the insolvent insurer.

Specifically, when a member insurer is found to be insolvent and is ordered liquidated, a receiver takes over the insurer under court supervision and processes the assets and liabilities through liquidation. Upon liquidation, FLAHIGA automatically becomes liable for the policy obligations the liquidated insurer owed to its Florida policyholders. FLAHIGA services the policies, collects premiums and pays valid claims under the policies. Its rights under the policies are those that applied to the insurer prior to liquidation. Its rights may include canceling the policy if the insurer could have done so, but normally FLAHIGA continues the policies until they can be transferred to a new, stable insurer with approval of the State. In any event, FLAHIGA pays all valid claims the insurer would have been liable for. Since the founding of FLAHIGA, it has paid out hundreds of millions in dollars for claims and to provide underlying support for policies.

Issuance of this RFP is being undertaken by FLAHIGA to administer current insolvencies and prepare for any future insolvencies that might necessitate issuance of assessments to enable FLAHIGA to meet its mission; and to assist FLAHIGA in its day to day finance, accounting and other operations.

## **GENERAL INFORMATION**

1. Proposals submitted will be reviewed by a selection committee composed of the FLAHIGA Executive Director or her designee, the General Counsel, and the Treasurer. The selection committee will identify qualified persons or entities that are responsive to this request for Proposals. The Executive Director will negotiate a contract, including fees, with such person or entity and will present the recommended person or entity along with their contract proposal to the FLAHIGA Board of Directors for approval.
2. In order to be considered for this request for Proposals, respondents must have at least five (5) years of experience in calculating assessments for an entity which issues assessments substantially similar to the assessment process outlined in section 631.718, Fla. Stat. The selected respondent must be available to meet with and advise FLAHIGA staff, FLAHIGA retained consultants, National Organization of Life & Health Guaranty Associations staff, other advisors and members of the FLAHIGA Board on both a continuous and emergency basis. The selected respondent must also be available to appear at FLAHIGA Board meetings as needed throughout the term of the engagement.
3. Respondents must possess demonstrated ability, knowledge and expertise to provide the requested services to FLAHIGA. It is important that respondents have sufficient depth of talent and experience in providing accounting services, including maintenance of banking relationships and accounts, bill payment, check preparation and transmittal, financial statement preparation, bank statement reconciliations, claim payments and special non-routine matters. Respondents must be able to design and implement business strategies, plans and procedures as requested by the Executive Director of FLAHIGA, and be able to demonstrate prior similar experience for same.
4. Respondents must submit a proposal complying with this request for proposals, and the information, documents, and materials submitted in the proposal must be complete and accurate in all material respects.
5. A person or entity which has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal to provide the requested services.
6. No joint ventures should be submitted.
7. The successful respondent may not make any assignment of the resulting contractual agreement between the parties, in whole or in part, without the prior written authorization of FLAHIGA.
8. FLAHIGA will not reimburse respondents for any costs associated with the preparing or submitting of any proposal.

## **PROPOSAL REQUIREMENTS**

In order to be considered for selection, respondents must submit a complete response to this RFP. The proposal must be signed by the respondent, or an authorized principal of the entity, if the respondent is not a natural person.

If you are interested in submitting a proposal, please send bound copies in a package marked "Request for Proposals for Accounting Services" to the following recipients no later than 2:00 p.m. EDT, November 20, 2020. Please submit your response via email as well:

**4 Copies**

Mr. Timothy J. Meenan  
Meenan Law Firm  
300 South Duval Street  
Suite 410  
Tallahassee, FL 32301  
(850) 425-4000 Phone  
[tim@meenanlawfirm.com](mailto:tim@meenanlawfirm.com)

It is the sole responsibility of the respondent to assure that the party indicated above, prior to the time specified, receives the response to this Request for Proposals. Any response to this Request for Proposals received after the stated time and date will not be considered and will be returned unopened to the respondent. FLAHIGA will not be responsible for any delays caused by the United States Postal Service or for delays caused by any occurrence.

**SUBMITTAL OF QUESTIONS:**

Any questions regarding the RFP should be submitted in writing via e-mail to Timothy J. Meenan at the address shown above. Questions will only be accepted up to 5:00 p.m. EDT on November 10, 2020. Responses to all questions will be periodically posted on the FLAHIGA website at <https://www.flahiga.org/AdditionalInfo>.

**GENERAL TIMETABLE:**

Distribute RFP: November 2, 2020  
Responses Due: November 20, 2020 (2:00 p.m. EDT)  
Approval of Respondent: December 4, 2020

**INFORMATION REQUIRED FOR PROPOSAL**

Your proposal should contain the following information, which will serve as the basis for the evaluation. Please be complete and clear in all responses to all required items. Responses to each question should be included immediately after the restated question without reference to an appendix. Please start each question on a new page, and do not exceed the page limits shown in parentheses for each question.

1. State the full legal name and organizational structure of the entity, if applicable. Describe your experience in providing relevant services to governmental or statutory entities in Florida, your experience in providing relevant services to entities that utilize assessments similar to those referenced in section 631.718, Fla. Stat., your experience in design and implementation of business strategies, plans and procedures for governmental or statutory entities, and your experience in providing IT support related to those services (5 Pages). Preference will be given to those individuals who can demonstrate provision of these support services to a guaranty association or similar entity.

2. Submit resumes of partners and principals who will be assigned to the FLAHIGA account. This information should describe the qualifications, educational and professional background and special training of each individual and indicate the experience each individual possesses with respect to the services sought in this RFP, and any other information deemed relevant to their ability to handle FLAHIGA matters. (2 Pages per individual).
3. Submit resumes of other staff that you anticipate assigning to the FLAHIGA account. (2 Pages per individual).
4. Submit a statement referencing that all individuals that would be assigned to represent FLAHIGA are in good standing with any and all relevant governing bodies for any professional licenses held by that individual (1 Page).
5. Submit a statement of the firm's local availability with access to a P.O. Box address in the State of Florida to make regular collection of premium payments (1 Page).
6. List specific assistance with issuance of assessments within the last three (3) years for which you or your firm has served as an advisor and has performed calculations of assessments. Please include information as to whether any litigation has resulted arising out of these services; if yes, provide details (3 Pages).

Please include the following details with respect to each assessment:

- Type of issue (regular assessment, emergency assessment, etc.);
  - Size of assessment and duration of assessment;
  - Entity or agency issuing assessment;
  - Name of individual in your firm responsible for the assessment calculations.
7. Describe your experience in working with other insurance guaranty associations, state-sponsored residual insurers or other entities performing a related role either in Florida or elsewhere in the United States (2 Pages).
  8. Make an affirmative statement to the effect that, to your knowledge, the retention of your firm would not result in a conflict of interest with any party. Alternatively, should any potential conflict exist, specify the party with which there might be a conflict, the nature of the potential conflict, and the means proposed to resolve such conflict (1 Page).
  9. List all governmental entities in Florida with whom you have a current contractual relationship, including special purpose intergovernmental issuing coalitions established pursuant to Chapter 163, Florida Statutes.
  10. Describe any disciplinary action, administrative proceeding, malpractice claim or other like proceeding against you, your firm or any of its employees, whether current or pending, as well as any such action, proceeding or claim occurring during the past five years.
  11. Describe any litigation your firm has been involved in the past five years which was adverse to FLAHIGA.

12. Describe the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has ruled against your firm in any manner related to the professional activities of the firm. Similar information should be provided for current or pending litigation.
13. List at least one (1) Florida governmental or quasi-governmental client that FLAHIGA can contact as references with respect to your or your firm's work performance. For each reference, include the name of the client, contact person, title of contact person, phone number and your role.
16. Summarize your firm's ability and qualification to provide the requested services as to FLAHIGA. This response should emphasize the strength of you or your firm in any relevant areas which you feel FLAHIGA should weigh in its selection (3 Pages).
17. Provide the proposed yearly fee amount, and a detailed breakdown of any anticipated additional costs (1 Page).

### **EVALUATION CRITERIA**

Criteria upon which the proposals will be evaluated are as follows:

1. Technical ability of the person or firm to perform the required services (25%).
2. Responsiveness of the proposal in clearly demonstrating an understanding of the work to be performed (10%).
3. Experience in general and, in particular, for issuers of assessments similar to FLAHIGA (40%).
4. Background, qualifications, experience, and staffing of the respondent's assigned staff (15%).
5. Fees (10%).

FLAHIGA reserves the right to reject any or all proposals submitted.