

R33. Government Operations, Purchasing and General Services.

R33-25. Executive Branch Insurance Procurement.

R33-25-101. Applicability and Standard Procurement Method.

- (1) This rule only applies to executive branch procurement units.
- (2) All new or renewal insurance purchases will be made in accordance with this Rule and the Utah Procurement Code.
- (3) A procurement unit may use the request for proposals procurement process set forth in Utah Code 63G-6a, Part 7 to award a contract for insurance agents, brokers, and underwriting companies.
- (4) A procurement unit may consider the following criteria to qualify agents, brokers, and underwriting companies to move on to a subsequent stage in a request for proposals procurement process:
 - (a) financial resources of agent, broker and underwriting company;
 - (b) quality of prior service rendered to the state;
 - (c) service facilities available in-state;
 - (d) service reputation;
 - (e) experience and expertise in providing similar types of insurance;
 - (f) coverages and services to be provided;
 - (g) qualifications of key personnel; and
 - (h) any other criteria that will help to ensure the best possible coverage and service to the procurement unit.
- (5) A procurement unit may establish minimum requirements and score thresholds to qualify agents, brokers, and underwriting companies to move on to a subsequent stage in the request for proposals procurement process.
- (6) During the evaluation process, the evaluation committee may make a recommendation to the procurement unit that an agent, broker, or underwriting company be rejected for being deemed not responsible, not meeting the mandatory minimum requirements, not meeting any applicable minimum score threshold or whose proposal is not responsive.

R33-25-102. Alternate Multiple Stage Bid Process.

- (1) This rule only applies to executive branch procurement units.
- (2) To avoid oversaturation of limited primary or reinsurance markets, a multiple stage bid process may be used at the option of the procurement unit.
- (3) Agents, brokers, and underwriting companies must be qualified according to the evaluation criteria described in R33-25-101.
- (4) The three highest ranked agents, brokers, or underwriting companies, as determined by the evaluation committee, will be deemed qualified to proceed to the final stage.
- (5) Agents, brokers or underwriting companies who are qualified to proceed to the final stage must submit a list of markets in order of preference to the procurement unit. The procurement unit will, as equitably as practicable, assign no more than five and no less than three markets to each final bidder, based upon their preferences.
- (6) Qualified agents, brokers or underwriting companies must then submit a responsive bid for each assigned market.
- (7) Upon receipt of the bids, the procurement and contract award shall be conducted in accordance with Part 6 of the Utah Procurement Code.

KEY: alternate multiple stage bid process, executive branch insurance procurement, procurement methods, government purchasing

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