

## **Services**

The brokerage firm shall provide consulting services and seek to obtain adequate insurance coverage with appropriate markets at competitive prices and terms. The insurance policies to be placed will include but are not limited to : Fiduciary Liability; Employment Liability; Public Official Errors and Omissions; Crime. GRTC may request assistance from the firm with placing other insurance policies based on changing business needs. Other services shall include assistance in the following areas:

- Obtain a good understanding of our business and risk issues. Design policies and programs most advantageous to GRTC for coverages of exposures, policy form ,exclusion ,deductible, self -insurance retentions, cost, and other pertinent factors.
- Preparation of Request for Proposal documents to market the various lines of insurance coverage. Responsible for the evaluation of proposals from insurance carriers and provide written analysis to GRTC.
- Services must include market research, policy endorsements, certificate of insurance and coverage consultation on claims.
- Conduct contract negotiations with reputable and financially responsible Carriers and provide a thorough presentation.
- Review insurance policies and other documents for accuracy and consistency. Ensure the intended coverage is provided.

- Assure that policies are placed in a timely manner, without lapses in coverage periods.
- Develop detailed reports for GRTC showing claims experience and utilization.
- Provide all claims reporting instructions for each line of coverage. Assist, as necessary with filing claims.
- Issues certificates of insurance when requested.
- Assist in reporting subsequent changes in information to insurance companies and service providers.