

**NOTICE
TUCSON AIRPORT AUTHORITY
REQUEST FOR PROPOSAL
COMMERCIAL LINES BROKER**

The Tucson Airport Authority (TAA) is seeking written Request for Proposal (RFP) and interest from insurance brokers to provide professional services as follows:

1. Risk Identification – Assist with identifying, measuring and managing risks of loss (accidental or otherwise)
2. Risk-Control-Needs Evaluation
3. Insurance Placement
4. Insurance Coverage Audit
5. Service Plan Management
6. Service Measurement/Stewardship Reporting
7. Specifically excluded from the scope of services are any services related to TAA's workers compensation insurance.

Pre-Proposal Conference: A pre-proposal conference for the project will be held on Tuesday, October 20, 2020 at 10:00 local Tucson time via WebEx. At this conference TAA staff will discuss the scope of work, the proposed date(s) for interviews, the selection process, and respond to questions about the RFP. Please contact Susan Rose, srose@flytucson.com, for a WebEx invitation to the Pre-Proposal meeting. Any amendments or supplements to the RFP arising out of the pre-proposal conference will be reduced to written addenda.

Important Note: Firms with an interest in submitting a proposal must either attend the pre-submittal meeting or must submit a notification of interest by November 2, 2020.

Proposal Deadline: Proposals must be received by 2:00 p.m. local Tucson time on November 10, 2020. Proposals received after that time will not be accepted.

A copy of the Request for Proposals (RFP) may be obtained beginning Friday, October 9, 2020, by contacting Sylvia Granillo via e-mail at sgranillo@flytucson.com. TAA assumes no obligation for any costs incurred by any party in preparing the proposal, attending an interview, or any other activity prior to award of the broker contract to the chosen insurance broker.

ADVERTISEMENT DATES: October 9, 2020, and October 16, 2020

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