REQUEST FOR PROPOSALS
FOR
BROKER OF RECORD SERVICES
FOR
PORT FREEPORT

FORMS IN THIS PACKAGE INCLUDE:

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REQUEST FOR BROKER OF RECORD PROPOSAL
PORT FREEPORT

Port Freeport is soliciting proposals for a broker of record responsible for the marketing/handling and placement of appropriate insurance coverages in qualified markets at the most economical cost for the PORT as well as other services specified herein. Insurance includes, but is not limited to:

(a) comprehensive primary and excess property insurance for all PORT property, boiler and machinery coverage and contingent business interruption and expense insurance coverage;
(b) marine general liability insurance;
(c) excess liability insurance;
(d) marine employers liability;
(e) public official's liability insurance;
(f) commercial automobile (fleet) insurance;
(g) fudiciary liability;
(h) treasurer bond; and
(i) multinational travel accident insurance.

The selected broker will be responsible for marketing/handling of such exposures under Port direction. An appropriate combination of retentions, primary and excess coverage shall be recommended to safeguard the Port in the most efficient and safe manner possible. The broker will be appointed for three years. At the end of three years, the Port will have the option to renew the contract, for up to two (2) one year option terms. The awarded broker contract will be effective December 1, 2026.

It is expected that the selected broker will have a full-service office directly involved in handling port and maritime exposures and placing coverage with underwriters. Recognizing that certain markets may have prescribed channels of distribution, significant importance will be given to direct company negotiation ability, as opposed to intermediaries, managing general agents (MGAs), etc.

Proposals should be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.

Sealed proposals will be received, not postmarked, no later than 10:00 a.m. on August 21, 2026 at 1100 Cherry Street, Freeport, Texas 77541.

Requests for additional information or questions should be addressed to Amy O'Brien, or contacted by phone, 979-233-2667 ext 4335.

Proposals must be clearly marked on the envelope "**PORT BROKER OF RECORD SERVICES – 10:00 A.M., August 21, 2026.**

The Port will use the following matrix to determine the broker for award. Port Freeport reserves the right to reject any or all proposals or any portion thereof and to negotiate and accept the proposal most advantageous to the Port. Failure to meet all specified conditions may invalidate a proposal.

Scoring Matrix	
Annual Fee	60%
Questionnaire Evaluation	35%
Experience with Port Freeport	5%

ELIGIBILITY REQUIREMENTS

To pre-qualify to offer Broker of Record services to Port Freeport, certain conditions must be met. Please indicate compliance with the following.

Requirement	Yes or No
1. A completed questionnaire, identifying personnel (it is required that the individuals representing the broker during the selection process will be the same individuals providing service and counsel to the Port if selected), premium volume, services, direct market access, and Port and Marine experience is attached. Broker must be licensed in Texas.	
2. A certificate of insurance for $5,000,000 Errors & Omissions insurance with an A-rated (or similar independent rating) company is attached. This requirement applies to each broker firm when submitting a joint proposal.	
3. The broker has verifiable annual commercial property-casualty premium of at least $25,000,000 for each of the last three years. This requirement applies to each broker firm when submitting a joint proposal.	
4. The timetable established by the Port for insurance handling will be followed. The timetable is contained in the RFP package.	
5. Quotes for property and casualty insurance will be provided with the following information detailed: intermediaries, subcontractors, costs of intermediaries and subcontractors, agency commissions, Insurer rating by independent rating authority.	
6. Selected broker, if requested, will meet with the Port prior to and subsequent to selection.	
7. Selected broker recognizes Port staff may adjust, change, or eliminate any rule or requirement if it is deemed to be in the best interests of the Port.	
8. Selected broker will attend meetings at Port Freeport as requested. Meetings will include a review of the Port's limits, coverage, retentions, and needs.	
9. Annual reports will be presented to the Port. Reports will include information on current markets, rates, coverage changes, and trends.	
10. Qualified personnel as approved by Port staff will provide services.	
11. Port staff will be directly involved in the renewal process including face-to-face meetings with underwriters when appropriate.	
12. Insurance schedules, specimen policies, endorsements, etc. will be provided to the Port within 30 days of each renewal.	

In compliance with this RFP, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish Insurance Broker Services to Port Freeport in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiations.

Name of Company ____
Address: ____
Signature _______________________________________ Date _________________________

Title ______________________________Telephone: _________________________________

July 2026

- July 22, 2026 – Release requests for Proposal for Broker of Record.

August 2026

- August 21, 2026, 10:00 a.m. – Broker Proposals due.

September 2026

- September 15, 2026, Tentative Committee meeting for review and discussion.

October 2026

- October 22, 2026, Tentative Commission meeting for approval and Broker Contract signed.

December 2026

- Contract effective date December 1, 2026

January 2027

- Develop renewal strategy including plan for basic coverages/limits/retentions. Meet and discuss upcoming renewals and request for proposal process.
- Complete renewal strategy.
- Develop a timeline to review existing Port leases with tenants for insurance requirements and review the tenant's insurance policies for compliance.
- Review and update, if necessary, the insurance requirements referenced in the general conditions for the Port engineering contracts.

EXPECTATIONS

Port Freeport has certain expectations for a Broker of record. A Broker of Record is expected to negotiate coverage and issue policies as a minimum requirement. This is a brief description of some of the additional services required.

- Act as a broker for policies currently in force.
- Review insurance polices to determine whether policies currently in force are appropriate in terms of coverage, carrier, and price. Provide loss potential analysis based on loss history, property values, and potential liability.
- Make recommendations regarding carriers, coverage, limits, terms, and conditions.
- Assist in developing information to market and place insurance programs and coverages.
- Take the lead role in the marketing, negotiating, and placement of coverages in the most efficient and cost-effective manner.
- Design alternative property approaches utilizing retentions; amount subject to coverage, probable maximum loss (PML) based on loss history and potential, market availability, and cost effectiveness.
- Assist with reporting and monitoring of claims and advocating on any disputed or problems claims.
- Provide satisfactory statistical and descriptive information on losses on at least an annual basis. Include frequency, line of coverage, type of loss, etc.
- Provide insurance expertise for operations such as reviewing stevedore license renewal insurance certificates and tenant or future tenant insurance coverage and certificates, reviewing policies of contractors, lessees etc for contract lease requirements. Review and recommend loss control, exposure identification, restructuring of programs, safety programs, risk analysis for the Port, reviewing existing leases and other contracts as requested.
- Provide evaluation of insurance market options and reviews of insurance markets on an ongoing basis.
- Provide verification and/or certificates of coverage as needed.
- Attend meetings and make reports as requested.
- Report to and involve the Controller and Chief Financial Officer in insurance renewal negotiations with underwriters.
- Identify all available services, whether provided within the basic annual fee or offered on an optional basis. Note that many services are required as part of the basic fee. Describe the purpose and project the frequency, time, costs, etc. associated with each optional service.
- Render annual cost accounting report, identifying all commissions, which are offset against the annual fee. Such costs should be identified by line, policy dates, annual premium, fee commission, etc.
- Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Port or other designees. This is a fact finding and explanation session only and does not include negotiation. The Port will schedule the time and location of these presentations. Oral presentations are an option of the Port and may or may not be conducted.
- The Port reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon ninety (90) days written notice to the Contractor. In the event the initial contract period is for more than 12 months, either party, without penalty, may terminate the resulting contract after the initial 12 months of the contract period upon 90 days written notice to the other party.

EXPECTATIONS

If your firm is unable to meet any of these expectations, please identify the specific areas and describe your reasons in the space below.

BACKGROUND INFORMATION

Port Freeport was established as a political subdivision of the State of Texas in 1925. An elected Commission governs the Port. The Commission consists of six members, who are elected by the voters of the Port Freeport District. The executive staff, under the leadership of the Executive Director/CEO, manages the operations of the Port. The Port's duty is to cultivate industrial expansion, attract new cargo, building and maintaining public terminals, setting operations policy, and cooperating with the Federal Government as a local sponsor in maintaining and further improving vital navigation channels. The Port owns public wharves, transit sheds, open storage facilities, warehouses, and ship-to-shore gantry cranes. Further information, as well as the Port's financial statement for the year ended September 30, 2025, is published in the Port's annual report. This report can be found at the Port's website, www.portfreeport.com. The Port currently has twenty active tenant leases and various engineering construction contracts each year.

PORT FREEPORT
Insurance in Force
6/25/2026

POLICY TYPE COVERAGE LIMIT	INSURER	COVERAGE DATES	AMOUNT OF COVERAGE
COMPREHENSIVE PROPERTY Fire, Flood, Windstorm, business interruption	LLOYDS OF LONDON	03/01/26-03/01/28	493,572,000 (TIV)
TERRORISM	LLOYDS OF LONDON	03/01/26-03/01/27	50,000,000
BOILER & MACHINERY	XL INSURANCE AMERICA	03/01/26-03/01/27	150,000,000
MULTINATIONAL TRAVEL ACCIDENT	ACE AMERICAN	07/01/25-06/30/28	500,000
MARINE (GENERAL) LIABILITY	LLOYDS OF LONDON	03/01/26-03/01/28	5,000,000
EXCESS BUMBERSHOOT LIABILITY	LLOYDS OF LONDON	03/01/26-03/01/27	20,000,000
PUBLIC OFFICIALS LIABILITY	VARIOUS	03/01/26-03/01/27	15,000,000
CRIME POLICY	TRAVELERS CASUALTY AND SURETY CO	03/01/26-03/01/29	500,000
MARITIME EMPLOYERS LIABILITY	CONVEX INSURANCE UK LIMITED	03/01/26-03/01/27	1,000,000
COMMERCIAL AUTO	IMPERIUM INSURANCE CO	03/01/26-03/01/27	1,000,000
HULL AND MACHINERY (included Vessel Pollution)	BEAZLEY & SAFE HARBOR	03/01/26-03/01/27	123,000 1,000,000
FIDUCIARY LIABILITY	TRAVELERS INSUR CO	03/01/26-03/01/27	1,000,000
ERRORS & OMISSIONS BLANKET FOR ALL NOTARIES-10,000	WESTERN SURETY	8/07/25-08/07/26	10,000
WORKER'S COMP INSURANCE	TX MUTUAL	01/01/26-12/31/26	
VARIOUS SMALL BONDS such as Treasurer, Crime, Notary, FTZ, etc.			

PROPOSAL QUESTIONNAIRE

Name(s) of Proposer: ____

Servicing Address	Local Address
Street Address:	Street Address:
City, State, Zip:	City, State, Zip:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Telephone No.:	Telephone No.:

1. Are you submitting this questionnaire as a single agency/firm? Yes _____ No ____
If no, identify other agencies/firms you are cooperating with: ____

2. Type: Agent _____ MGA ______
Broker _______ Surplus Lines ________
Other (specify) ____

3. Are you: An Individual _______ A Partnership _____ A Corporation ______

4. Office Principals or Corporate Officers of Agency/Brokerage Firm:
Manager ____ Years with Firm _______
Qualifications:
____
____

Name ____ Years with Firm _______
Qualifications:
____
____

Name ____ Years with Firm _______
Qualifications:
____
____

5. Brokerage Firm Information:
Number of years handling Port(s) accounts: ________ <u>Current</u> number of Port accounts: _____
Three-Year Average **Marine Liability** Premium: ________________
Three-Year Average **Excess Liability** Premium: ________________
Three-Year Average **Property** Premium: ______________________

6. Provide the Following information for your largest in-office, direct markets for the last three (3) yeas. Rating information, where available, should be from Best's.

	Marine Liability	Excess Liability	Property
	(1)	(2)	(3)
Primary Market Name			
Primary Market Rating			
Primary Market Volume			
Secondary Market Name			
Secondary Market Rating			
Secondary Market Volume			
Tertiary Market Name			
Tertiary Market Rating			
Tertiary Market Volume			

7. Provide the following information for the three (3) largest **port/maritime** accounts currently handled by your office.

Account Name	Contact Name	Phone Number	Insurance Coverage					
			Type	Company	Limits	Premium	Commission	Placement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.			Property:					
			General Liability:					
			Excess Liability:					
2.			Property:					
			General Liability:					
			Excess Liability:					
3.			Property:					
			General Liability					
			Excess Liability:					

8. Provide the following information for the three (3) largest **governmental** accounts currently handled by your office.

Account Name	Contact Name	Phone Number	Insurance Coverage					
			Type	Company	Limits	Premium	Commission	Placement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.			Property:					
			General Liability:					
			Excess Liability:					
2.			Property:					
			General Liability:					
			Excess Liability:					
3.			Property:					
			General Liability					
			Excess Liability:					

9. Provide the following information for the three (3) largest **other** accounts currently handled by your office.

Account Name	Contact Name	Phone Number	Insurance Coverage					
			Type	Company	Limits	Premium	Commission	Placement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.			Property:					
			General Liability:					
			Excess Liability:					
2.			Property:					
			General Liability:					
			Excess Liability:					
3.			Property:					
			General Liability					
			Excess Liability:					

10. Agency personnel who will be directly responsible for or in any way involved in the handling of this account should be listed below Attach a resume of each individual. Resumes should include educational background, work history, length of employment with agency, and number and type of licenses held.

Name	Length of Service		Position	Credentials
	With Firm	With Industry		

11. List Three (3) accounts now handled by personnel who will be responsible for Port Freeport's account.

Insured	Contact Name	Phone Number	Agency Personnel

12. Have you or your organization, or any officer or partner thereof, failed to complete a contract? Yes ____ No ______
If so, provide details:

____
____
____

13. Is any litigation pending against your personnel/organization? Yes _____ No____
If so, Give details:

____
____
____

14. Please provide information regarding your principal financial institution for financial responsibility reference.
Name of Financial Institution: ____
Street Address: ____
City/State/Zip: ____
Phone: ______________________________
Officer Familiar with Proposer's Account: ____

15. State your firm's annual average receipts over the past three (3) calendar years: $______________________

16. Do you now, or have you ever, operated with a broker of record letter on a governmental or commercial account?
Yes ____No ____
If yes, please detail account, line of business, premium volume, services provided, method of remunerations, etc.

____
____
____

17. Errors and Omissions Liability:
A certificate of insurance must be included as part of your proposal.
Insurance Company: ____
Limits: ____
Policy Expiration Date: ______________________________________

18. Port Freeport requires loss control claims handling, property valuation, and other services, including those described in the "Expectations" form enclosed in this RFP package. Please describe your in-house capabilities to provide these services.

____
____
____
____
____
____

19. If any of the expected services are not internally available, explain how and from whom you would receive them.

____
____
____
____
____
____

20. What unique services can your firm offer Port Freeport? Identify claims handling, engineering, valuations, loss control, and any other services that distinguish you from other firms and may be helpful to the Port. If any of these services were not internally available, how and from whom you would receive them.

____
____
____

21. How would Port Freeport personnel be involved with insurance companies in the renewal process? Outline the process of underwriting and the negotiation process with premium and coverage. In addition, provide input of how to assess the value of the Port attending meetings directly with the underwriters to assist in negotiating property coverage.

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22. Port Freeport wants a firm quote to provide the services described in this RFP on annual basis for each of the three years. Direct and indirect commissions received for premium paid by the Port should be identified and applied to reduce the fee. At the end of three years, the Port will have the option to renew the contract on an annual basis for up to two (2) one-year terms.

ANNUAL COST AMOUNT $ ________________________

ESTIMATED NUMBER OF HOURS CALCULATED IN ABOVE COST. __________________

23. Please provide 10 paper copies of this submittal in addition to one electronic copy.

The undersigned certifies that he/she is legally authorized by the proposer to make the statements and representations contained in this document and represents and warrants that the foregoing information is true and accurate to the best of his/her knowledge and intends that Port Freeport can rely thereon in evaluating the proposer. If a joint proposal is submitted, duly authorized representatives from each Brokerage Co. will sign.

Name of Company: ____ Signature: ______________________________________
Title: ____ Date: ____

Co-Proposer

Name of Company: ____ Signature: ______________________________________
Title: ____ Date: ____