



**REQUEST FOR PROPOSAL**

Procurement Services  
8600 University Blvd  
Evansville, IN 47712-3597

**Brokerage and Consulting Services for Risk Management Insurances  
and Services and Property and Casualty Insurances**

<b>Proposal No:</b>  21-8-13008-03094  <b>Due Date / Time:</b> 2-12-21/2PM/Local Time	<b>Instructions:</b>  See attachment for Proposal	<b>Return to:</b>  Jeff Sponn, Interim Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a> @usi.edu Fax: 812-461-5275
--	---	---

**GENERAL INSTRUCTIONS TO PROPOSERS**  
USI Proposal form must be returned to:  
**PROCUREMENT SERVICES, JEFF SPONN**  
Support Services Building  
[jsponn@usi.edu](mailto:jsponn@usi.edu), Fax: 812-461-5275

- Non-sealed proposal form may be faxed or emailed by due date/time.
- Late submissions will NOT be considered in bid analysis.

- Questions due Friday, January 29, 2021 to Jeff Sponn: [jsponn@usi.edu](mailto:jsponn@usi.edu)
- Answers provided Friday, February 5, 2021.
- Bids due Friday, February 12, 2021/2PM/Local Time

Contact Information for Questions:  
Jeff Sponn, Assistant Director of Procurement  
University of Southern Indiana  
8600 University Blvd., Evansville, IN 47712  
Email: [jsponn@usi.edu](mailto:jsponn@usi.edu)

Start Date: \_\_\_\_\_  
Completion Date: \_\_\_\_\_

**A. General Terms and Conditions**

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

**B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Prices are firm for \_\_\_\_\_ days
2. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_
3. Shipment to be made from \_\_\_\_\_ within \_\_\_\_\_ days

**C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, how certified: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

For questions arising from this proposal request, please complete:

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

**Nondiscrimination and affirmative action.** This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature: Jeff Sponn

Date: 1-7-21

Jeff Sponn, Interim Director of Procurement