

Due Date: October 27th, 2025

Business

Project Number: 26-010 Request Type: RFQ

INSURANCE BROKERAGE AND RISK MANAGEMENT CONSULTING SERVICES PROJECT NO 26-010

**ADVERTISEMENT FOR REQUEST FOR STATEMENTS OF
QUALIFICATIONS**

METROPOLITAN NASHVILLE AIRPORT AUTHORITY

NASHVILLE, TENNESSEE

**INSURANCE BROKERAGE AND RISK MANAGEMENT CONSULTING
SERVICES**

PROJECT NO 26-010

ELECTRONIC PROPOSALS for completion of this project shall be received by the Metropolitan Nashville Airport Authority, (MNA) Nashville, Tennessee, until and not later than **2:00 p.m.** (Central), on **Monday, October 27, 2025** Proposers wishing to submit a non-electronic proposal may do so only after receiving written authorization from MNA. Written authorization to submit a non-electronic proposal may be requested by emailing purchasing@flynashville.com at least five (5) days prior to the date proposals are due. Proposers submitting a non-electronic proposal must submit a copy of the written authorization with their proposal package.

SCOPE.

The Authority seeks the services of an insurance broker and risk management firm to provide professional services which include, but are not limited to:

- Risk management and insurance consulting
- Insurance placements and administration including claims administration where needed and management for lines of coverage awarded.
- Claims advocacy; and
- Engineering support
- Brokerage Services: The Authority manages risks through the purchase of various insurance policies which are as follows:
- Property Insurance

- Terrorism Insurance
- Aviation General Liability
- Fine Art
- Worker's Compensation
- Automobile Liability
- Law Enforcement Liability
- Cyber Liability
- Public Officials Liability
- Crime
- Pollution Liability
- Contractor's Pollution Liability
- Special Risk
- Surety Bonds

In addition to the above commercial insurance policies, the Authority oversees the engineering and construction of various projects which may need to be insured under an OCIP (Owner Controlled Insurance program) and/or Builder's Risk policies.

The successful firm will assist the Authority including but not limited to the following brokerage services:

- Develop underwriting marketing strategies to competitively secure the best coverage at the most reasonable cost using risk financing techniques.
- Developing insurance specifications for the purpose of obtaining quotations.

- Review insurance proposals and carrier quotations for accuracy.
Ensure conformity to specifications and negotiated coverage
- Bind, cancel and administer all policies and endorsements as needed.
- Interface with insurers as necessary on coverage issues.
- Provide insurance summaries of each policy, which will include all pertinent information regarding limits, deductibles, perils, sub limits, exclusions and material changes within the renewal policies.
- Provide comparable industry trending and benchmarking information on a variety of risk and insurance subjects.
- Ensure the accuracy of policies purchased by the Authority and timely delivery of invoices and agreed upon goods and services from insurance companies selected by the Authority.
- Review insurance proposals and carrier quotations for accuracy.
Ensure conformity to specifications and negotiated coverage.
- Verify the legitimacy of contractual and certificate of insurance requests. add special wordings, when applicable.
- Provide administrative services as needed.
- Successful firm must monitor ratings of insurance companies who underwrite coverage for the Authority and advise promptly of any downgrading and financial ratings.

The successful proposer should provide on a needed basis risk management consulting service. These services include but are not limited to:

- Claims management including collaboration with federal disaster agencies.
- Appraisal services
- Enterprise risk management consulting and implementation services.
- Provide annual catastrophe modeling to ensure the Authority has maintained proper limits including a maximum foreseeable loss analysis.

THE RFQ DOCUMENTS. Copies of the Contract Documents (RFQ, Proposal Schedule, Attachments, etc.) will be available on or after **September 29, 2025** and may be obtained electronically from [B2GNow E-Bidding](#) an online tendering service.

ELECTRONIC PROPOSALS for **INSURANCE BROKERAGE AND RISK MANAGEMENT CONSULTING SERVICES , PROJECT NO 26-010** will be submitted through this online platform, [B2GNow E-Bidding](#).

Important: All opportunities can be viewed, and documents downloaded through the new MNAA Procurement e-bidding System. The new e-bidding System is an integral part of the Business Diversity Management System located at [B2GNow E-Bidding](#) Vendors must register to download the solicitation and select the appropriate North American Industry Classification System (NAICS Codes). Click on the" View Active Bid Opportunity Listings button for additional information.

Please note that your organization must have an Authorized Signer to sign the proposal documents, the authorized signer has the authority to bind your company to each and every term, condition, article and obligation of the RFQ and any resultant Contract.

Submission Instructions: Respondents will be required to register with the e-bidding platform prior to downloading the solicitation. Registration is free. The Respondent must scan all required response documents, including the Prime/Subcontractor License Information (if applicable) and upload them to the appropriate solicitation file on the e-bidding system. All submittal questions shall be directed to the Purchasing Department, fax number (615) 275-2349 or email: Purchasing@flynashville.com.

Responses will be reviewed, and selection procedures will be followed in compliance with FAA Advisory Circular 150/5100-14E (49 CFR Part 18) for the Procurement of Professional Services.

The Metropolitan Nashville Airport Authority reserves the right to reject any and all responses, to waive any irregularities in the responses received and to accept any responses which, in its opinion, may be in the best interest of the Metropolitan Nashville Airport Authority.

For consideration, the statement MUST be in the prescribed format.