Request for Proposal (RFP)

INSURANCE BROKERAGE/AGENT SERVICES

No. CFY281026-01

NOTICE IS HEREBY GIVEN that the Board of Trustees of Carroll Community College (Carroll) and Carroll Community College's Office of Risk Management seeks a qualified, licensed insurance brokerage firm to provide comprehensive insurance brokerage agent services. The selected broker shall act as the insurance advisor and representative of Carroll Community College. The broker shall market, place, service, and manage the institution's property and casualty insurance program, and shall provide related risk management, claims advocacy, and consulting services.

Copies of the REQUEST FOR PROPOSAL (RFP) documents may be requested by contacting Carroll's Procurement Office at https://www.carrollcc.edu/About/Procurement/ or by email to cbednar@carrollcc.edu.

Complete, properly named, and endorsed responses will be received and secured up to 2:00:00 pm local time on December 11, 2026. Improperly packaged responses or those received after the date and time designated cannot be accepted. It is the responsibility of each Offeror to ensure prompt delivery of the response. Withdrawal of a response prior to the designated closing date and time is acceptable. After the designated date and time, all responses are final and may not be withdrawn or canceled within 90 days following the deadline.

A pre-proposal meeting will be held for this solicitation. It will be held via Microsoft Teams and is scheduled for **10:00 am local time on November 19, 2026**. Connection information is within the RFP document.

Responses to this solicitation will be considered as offers and may be used to form a binding contract with Carroll Community College. Responses will be evaluated, ranked, and scored by Carroll. All responses shall be in the format specified by Carroll in the solicitation document.

This solicitation is being conducted by:

Carroll Community College
Procurement Office A201A

1601 Washington Road
Westminster, MD 21157

Chuck Bednar
Director of Procurement
410-386-8047
cbednar@carrollcc.edu

Carroll Community College's Board of Trustees reserves the right to reject all responses and to waive any formalities, informalities, or technicalities as it considers necessary, proper, or in Carroll's best interest. Final award of contract is subject to availability of funding.

Carroll Community College is an Equal Opportunity/Title IX/ADA/Title 503/Title 504 compliant institution. Minority-owned, small, and woman-owned businesses are strongly encouraged to offer responses for this project.