

## REQUEST FOR PROPOSAL (RFP) FOR INSURANCE BROKERAGE SERVICES AT BOZEMAN YELLOWSTONE INTERNATIONAL AIRPORT (BZN)

### 1. INTRODUCTION:

The Gallatin Airport Authority ("Authority") owns and operates Bozeman Yellowstone International Airport (BZN) and is a federally obligated public use airport located in Belgrade, Montana. BZN is designated as a primary small-hub commercial service airport with over 120,000 aircraft operations and served over 2.6 million commercial passengers in 2024. The airport's commercial terminal, spanning approximately 275,000 square feet, features 12 boarding gates, each equipped with jet bridges. An additional 200,000 square feet of space, including 3 new boarding gates, is currently under construction. The Airport is also adding 16,290 square feet of office and vehicle storage bays to the existing AFFF building. BZN supports a thriving General Aviation community, with 183 commercial and private hangars leasing land from the Authority. The airport's aircraft operations area (AOA) includes three paved runways, one grass runway, and 14 paved taxiways.

The Airport Authority intends to retain a qualified firm through this RFP to provide insurance brokerage services on behalf of the Authority for the following insurance needs for a period of five (5) years

- Commercial Property
- General Liability
- Auto
- Crime
- Directors and Officers

**Workman's Compensation coverage is NOT part of this RFP.**

### 2. PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process.

Request for Proposal Issuance	March 19, 2025
Deadline for Questions	April 17, 2025
Answers to Questions	April 21, 2025
Deadline for Proposals	May 1, 2025
Award of Proposal	May 8, 2025
Start of Coverage	August 10, 2025

**Proposals received after 5:00pm, May 1, 2025 will not be considered.**

Proposals must contain the signature of a duly authorized officer or agent of the company submitting the proposal.



Prices quoted should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with an explanation as to the nature of those fees.

All proposals become the property of the Authority upon receipt and will not be returned. Any information deemed confidential should be clearly noted; however, the Authority cannot guarantee that it will not be required to disclose part or all of a submission under Montana’s Public Records Act.

Any cost or expense incurred by the Respondent associated with the preparation of the proposal shall be borne solely by the Respondent.

Respondents may submit written questions concerning this RFP to:

Scott Humphrey COO and Aaron Collins CCO  
850 Gallatin Field Road Suite 6  
Belgrade, MT 59714

Or

[scott.humphrey@bozemanairport.com](mailto:scott.humphrey@bozemanairport.com); [aaron.collins@bozemanairport.com](mailto:aaron.collins@bozemanairport.com)

Questions should be submitted by April 17, 2025 with a subject heading that reads “Insurance Brokerage Services RFP.” Questions submitted and the Authority’s response will be posted by April 21, 2025 on the Airport’s website under the “Business & Employment ” tab <https://bozemanairport.com/requests-for-proposals>

A Responders failure to request additional information or clarification shall preclude the Responder from subsequently claiming ambiguity, inconsistency, or error.

### **3. TIME AND PLACE FOR SUBMISSION OF PROPOSAL:**

**Sealed or digital copies** must be received by 5:00pm, May 1, 2025. Postmarks will not be considered. Late submissions will not be considered.

Proposals may be delivered in person to:

Airport Administration Office  
850 Gallatin Field Road, Suite 6  
Belgrade, MT 59714

or mailed to:

Scott Humphrey, COO and Aaron Collins CCO  
850 Gallatin Field Road Suite 6  
Belgrade, MT 59714



## 4. SCOPE OF WORK

Insurance Brokers will be expected to:

- a) Assign experienced staff immediately upon proposal acceptance to assess the Airport's insurance needs and provide recommendations regarding types and levels of coverage necessary to protect the Airport from reasonable risk and proper deductible levels that balance risk and premium cost.
- b) Based on insurance coverage selected by the Authority, organize and present to the markets Airport coverage requirements and obtain that coverage from responsible insurers. Evaluate bids and present to Airport staff a package of policies, terms, conditions and premiums that best reflects the goals of the Authority.
- c) Represent the Authority, as directed, in any negotiations with insurers or prospective insurers and other parties regarding insurance matters including coverage renewal.
- d) Review policies and endorsements for accuracy and conformance with negotiated coverage and ensure timely issuance of policies and endorsements.
- e) Administer claim submittals (if any) on behalf of the Authority.
- f) Notify the Authority of invoicing of premiums to assure no policy lapses inadvertently.
- g) Meet with Airport staff semi-annually to review coverage needs and ensure the Airport maintains appropriate levels of insurance. Notify the Airport staff of any industry developments that could affect insurance coverage.
- h) Provide additional services related to insurance coverage that the Authority may reasonably request.

## 5. Proposal Evaluation:

Proposals will be evaluated by Airport Staff on the following criteria:

- a) **Total Cost, Fee Structure and Value of Proposed Services** (25 points).
- b) **Professional Qualifications of the Responding Firm** – Technical experience in performing work related to type of services; experience working with public agencies; strength and stability of firm; client references (25 points).
- c) **Management Approach, Staff Plan** – Ability, capacity and flexibility of staff, particularly key personnel assigned to work with the Airport. Demonstrated success working with large private/public agencies (15 points).
- d) **Knowledge and Understanding** - Demonstrated understanding of aviation-related insurance needs and coverage (35 points).



## 6. PROPOSAL FORMAT

Please use the following as a guide to format proposals:

### **Length and Font Size:**

Please use fonts no smaller than 12 point; maximum proposal length including title page, cover letter, proposal, qualifications and budget not to exceed 15 pages.

### **Title Page:**

Gallatin Airport Authority Insurance Brokerage Services, your company name, address, web site address, telephone number, e-mail address, and primary contact person.

### **Cover Letter**

Signed by the person or persons authorized to sign on behalf of the company.

### **Proposal:**

Please limit your responses to the specific questions:

- a) Provide a brief history and description of your firm, the description should include the size of your firm and premium volume. Additionally, provide how many clients of similar size and scope your firm works with and other relevant information.
- b) Provide name(s) and experience of each individual that would be assigned to this account.
- c) Contact information of three (3) references of similar size and scope.
- d) Describe your process for soliciting and analyzing proposals from various insurance carriers and your ability to verify reasonableness for the price / coverage provided and your ability to negotiate terms that would benefit the Airport.
- e) Provide a complete list of services you contemplate providing to the Authority that would be included in your compensation. Describe your firm's plans to be compensated (fees or commissions) and how these amounts are calculated, including a comparison to industry standards.
- f) Describe your firm's ability to provide technical assistance with various claims, advice on claims, administration procedures to assist the Airport in settling complex or difficult claims.



**7. SUMMARY OF CURRENT INSURANCE**

Current insurance policies (expire 8/10/2025):

• Commercial Property	\$132,269,115
• Commercial Auto	\$1,000,000
• Excess Auto	\$25,000,000
• Public Employee Crime	\$50,000
• Directors and Officers	\$1,000,000
• Aviation Liability	\$100,000,000
• Law Enforcement	\$1,000,000

**8. TIME OF AWARD:**

Provided no additional information is required by Airport staff, the Gallatin Airport Authority Board will select the Insurance Broker(s) at the May 8, 2025 board meeting. The Authority reserves the right to accept one or more proposals or reject any and all proposals received in response to this RFP. The Authority also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors to the RFP process.