

**Amendment Number 1**  
**Commercial Property Insurance Brokerage Services Request for Proposals**  
**RFx #: 3120002430**

Amending Section 1.2 - Proposal Submission Requirements

Section 1.2 ***Proposal Submission Requirements*** of the Request for Proposals (RFP) references utilizing the “Mississippi Accountability System for Government Information and Collaboration (MAGIC)” to electronically submit a proposal. Due to year-end conversion, there may be limited availability of the MAGIC system. Alternatively, Offerors have the option to submit their proposals via e-mail to the following address: [procurement@dfa.ms.gov](mailto:procurement@dfa.ms.gov). In order to avoid proposals being accidentally opened early, the subject line of the email must be “**RFx# 3120002430 – PROPOSAL DO NOT OPEN**”. All other submission requirements remain the same. Offerors also have the option to submit a paper copy of their proposal following the directions stated in the RFP.

Amending Section 10 – Fee Schedule

The Department of Finance and Administration issues the REVISED Fee Schedule for Commercial Property Insurance Brokerage Services. The revisions to this document only correct the timeframes for the different years of the contract. Only fee schedules submitted on this REVISED form will be accepted. The signed acknowledgement of receipt of this amendment should also be included in your proposal.

**Receipt of Amendment Number 1 Acknowledged:**

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

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

**REVISED FEE SCHEDULE FOR COMMERCIAL PROPERTY INSURANCE  
BROKERAGE SERVICES**

Our firm's flat rates, except when otherwise indicated, to provide Commercial Property Insurance Brokerage Services for the properties listed in the exhibits to this RFP, and any properties added during the term of any resulting contract, are listed below:

	Year 1 10/1/22 – 9/30/23	Year 1 10/1/23 – 9/30/24	Year 3 10/1/24 – 9/30/25	Year 4 10/1/25 – 9/30/26	Year 5* 10/1/26 – 9/30/27
Property, Cyber, Boiler and Machinery, Fine Arts, Inland Marine, and Ancillary Insurance Brokerage Services					

\*Applicable in the event the one year contract extension option is elected by DFA.

Unless otherwise agreed to by DFA, 50% of the flat fee is billable upon delivery receipt of the binder for coverage, with the remaining 50% to be paid upon delivery of the executed policy.

Compensation for the Disaster Preparation and Claim Consulting services shall be based on an hourly rate separate from the flat fee proposed for the brokerage services.

	Year 1 10/1/22 – 9/30/23	Year 1 10/1/23 – 9/30/24	Year 3 10/1/24 – 9/30/25	Year 4 10/1/25 – 9/30/26	Year 5* 10/1/26 – 9/30/27
Disaster Preparation and Claim Consulting Services Rate					

The request for Disaster Preparation and Claim Consulting Services is for the hourly rate. In the event of a major event, does your company offer a retainer fee, as opposed to an hourly rate?

\_\_\_\_\_ (yes or no)

Additional services offered by your firm. Please list the service and the applicable compensation rate.

Additional Services Offered	Year 1 10/1/22– 9/30/23	Year 1 10/1/23 – 9/30/24	Year 3 10/1/24 – 9/30/25	Year 4 10/1/25 – 9/30/26	Year 5* 10/1/26 – 9/30/27

Proposed Performance Incentive Provision:

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All rates quoted herein are guaranteed through the term of the contract.

By submission of this proposal, we hereby certify that the fees submitted in response to the RFP have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to those fees, the intention to submit a proposal, or the methods or factors used to calculate the fees proposed. By submission of this proposal, we hereby certify that we have not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

A signature is required below.

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Name

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Date

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Title

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Company

Please have the appropriate officer sign this statement and include it as a part of your proposal.