



**BC CARE PROVIDERS
ASSOCIATION** www.bccare.ca

Advocating service excellence for seniors

BCCPA FACTS AND FIGURES

- **Established 37 years ago, the BC Care Providers Association represents private and non-profit, denominational and non-denominational service provider and commercial members across BC.**
- **There are 263 service provider and commercial organizations that are members of the BC Care Providers Association.**
- **In addition to creating over 15,000 direct and indirect jobs in the continuing care sector, BCCPA members care for more than 11,000 seniors each day in residential care and assisted living, and over 10,000 each year through home care and home support.**
- **BCCPA represents a sector that will see British Columbia's population over 65 years old to increase from 730,500 in 2012 to 1,419,900 people by 2036.**



August 1, 2014

Dear Prospective Applicants,

The BC Care Providers Association (BCCPA) is seeking interested parties to provide a submission for the delivery of a sector-wide, member-based insurance program for group insurance and risk management in British Columbia. The voluntary opt-in program would be available to all of our members across the province.

Please find enclosed a *Special Request for Proposal*, as well as the Submission Form. Proposals are due on or before Friday, August 29, 2014 by 12:00 p.m. (PDT).

The insurance program proposal instructions are outlined in the enclosed materials. If you have any questions, please do not hesitate to contact me directly at (Cell) 604-314-0487 or by e-mail at: hart@bccare.ca.

The successful bid will be notified as soon as it is verified by the BCCPA.

We look forward to receiving your proposal.

Sincerely,

Hart Dashevsky
Director of Membership Services and Sponsorships

Enclosures

SPECIAL REQUEST INSURANCE PROGRAM PROPOSAL 2014

DEADLINE TO SUBMIT PROPOSAL: Friday, August 29, 2014 (12 pm PDT).

Instructions

1. Submit your proposal by **Friday, August 29, 2014 by 12:00 p.m. PDT.**

BC Care Providers Association
1656-West 75th Ave
Vancouver, BC, V6P 6G2
Attn: Hart Dashevsky

Or by e-mail: **hart@bccare.ca**

2. The person(s) authorized to sign on behalf of the proponent and to bind the proponent to the proposal must sign the proposal.
3. All proposals will be irrevocable for one hundred twenty (120) days from the date of the proposal submission deadline.
4. If you have any questions about the proposal, please contact:
Hart Dashevsky
Director of Membership Services and Sponsorships
Cell: 604-314-0487
hart@bccare.ca

Scope of Request

The purpose of this Special Request is to select an insurer (“the bidder”) to offer a special insurance program for BCCPA service provider members who can voluntarily participate to receive special rates for property, liability, and other lines of insurance protection that will suit the needs of the service providers.

Program Features

1. Delivery of a program that will define and deliver on the management of risk in a collaborative manner which will in turn, provide competitive and lower rates for all participating members.
2. A program that will include general property, specific liability, and other relevant lines of insurance to protect the members’ facilities (property), actions on behalf of its directors and staff (liability), and other relevant features pertaining to other insurance coverage (such as life and disability or auto).
3. Insurance coverage for boiler and machinery maintenance.
4. Successful bidder will provide their company’s background and experience with claims history. Of particular interest will be work performed within the continuing care sector.
5. A mutually-beneficial commission-sharing program with the BCCPA on an annual basis. Applicant will have to specify the exact and proposed breakdown of the commissions for both parties that will be legally binding on both sides with written provisions to opt out of any such arrangements as agreed by both parties in the contract.
6. Details of commitments to be involved with BCCPA events and/or advertising for: the Care to Chat series, Annual Conference, or other one-time or special events conducted by the BCCPA.
7. The successful applicant will agree to immediately provide the same competitive premiums to any existing BCCPA service provider that is part of a previous agreement with the same insurer, but will be eligible to participate in this program.

Criteria to Help Determine the Successful Bid:

The winning bid will be judged on the following point schedule. The party with the highest number of points may not necessarily be the winning bid.

1. Quantity of types of insurance lines offered (e.g. property, liability, boiler and machinery, etc.) – **10 points.**
2. Highest commission percentage basis offered for renewals of policies to the BCCPA on an annual basis, for all lines of insurance provided – **10 points.**
3. Sponsorship, advertising, or participation in events sponsored or conducted by the BCCPA – **5 points.**
4. Satisfactory administration process and history for processing claims within the continuing care sector – **5 points.**
5. Provide a satisfactory list and quantity of prospective insurers to participate with the broker for providing lower rates for all lines of insurance – **10 points.**
6. Accessibility to the bidder's services throughout every health region in BC and the ability to identify the pricing in those regions (such as earthquake coverage) – **10 points.**
7. Transparency process of all relevant commissions, fees, and any of compensation provided in lieu of any insurance coverage. Provide details of coverage limits (such as an aggregate maximum amount offered) – **5 points.**
8. The ability of the applicant to operate and offer a similar program to care providers in other provinces and territories – **5 points.**

Confidentiality

Proposals will be kept confidential and the successful bid will be verified by BCCPA staff and announced later this fall, 2014, subject to BCCPA Board approval.

Right to Cancel

The BC Care Providers Association has the right to cancel at any time this Special Request or any part of any agreement resulting from it.

Governing Law

This Special Request and any proposal submitted in response to it will be governed by the laws of the Province of British Columbia. Any dispute arising out of this Special Request or its process will first be mediated. If mediation is unsuccessful, the dispute will be determined by a court of competent jurisdiction in the Province of British Columbia.

BCCPA Rights

The BC Care Providers Association reserves the right to:

- reject any or all proposals;
- re-issue this Special Request;
- cancel this Special Request with or without issuing another Special Request;
- supplement, amend, substitute or otherwise modify this Special Request;
- permit or reject modifications to or corrections of proposals; and
- request additional or clarifying information or more detailed information from any proponent.

Decisions

By responding to this Special Request, proponents will be deemed to have agreed that the decision of the BC Care Providers Association is final and binding.

Timeline

Special Request issued:

August 1, 2014

Proposals due:

August 29, 2014 (12:00 p.m. Noon PDT)

SPECIAL REQUEST FOR INSURANCE PROGRAM



Submission Form

Company name:

Address:

Individual contact:

Position:

Telephone:

Email:

Industry: BCCPA member: Yes / No

If no, have you enclosed a membership application? Yes / No

Exclusive Insurance Provider for the service provider members of the BC Care Providers Association. Please attach your proposal to this form.

Additional sponsorship, advertising, and partnership opportunities you are willing to discuss with the BCCPA:

Additional comments:

Authorized Signature

Date

Name

Position

