



January 30, 2019

**REQUEST FOR PROPOSALS
INSURANCE BROKERAGE SERVICES
REQUEST FOR PROPOSAL NO. 2019-005**

The Connecticut Airport Authority (CAA) is soliciting proposals from insurance brokerage firms to provide services to market, place, and administer CAA's insurance requirements for a three-year period commencing July 1, 2019.

The successful proposer shall be a professional firm which independently practices as an insurance broker, and whose principal corporate engagements, source of revenues, and client base are derived solely from brokerage services rendered directly to clients.

Sealed proposals will be received by submitting them electronically (**only**) through <https://ctairports.procureware.com>. The CAA will not accept proposal in any other manner. Firms must be registered to access this Request for Proposal (RFP) document in its entirety and to submit a proposal.

The proposal must be submitted **no later than 1:00 p.m., February 27, 2019**, Eastern Time. Proposals must be uploaded to <https://ctairports.procureware.com>. The official time is the procureware time indicator. No proposals will be able to be posted after the time noted above. **Proposals will not be publicly displayed.** Questions concerning this RFP are due no later than **2:00 p.m., February 13, 2019**.

The CAA reserves the right to disqualify any Proposer who contacts any employee of the CAA or Board official, other than the Purchasing Agent, concerning this RFP.