



## **Request for Proposal: External Insurance Services**

**Date of Issue: Friday, April 4, 2025**

**Submission Due Date: Friday, May 2, 2025, by 12 pm (noon) PST**

**Expected Award Date: Late June 2025**

**Inquiries and Proposals to be directed to:**

**Ian Robinson, Chief Financial Officer: [cfo@dcrs.ca](mailto:cfo@dcrs.ca)**



## About DIVERSEcity

A registered charity in BC since 1978, **DIVERSEcity Community Resources Society** strengthens communities by helping people build the life they want with inclusive programs and services, while working together with community partners to advance change for an equitable and sustainable world.

DIVERSEcity recognizes that our work takes place on the ancestral, traditional and unceded territories of the SEMYOME (Semiahmoo), q̓ícəy̓ (Katzie), k̓w̓ik̓w̓əłəm (Kwikwetlem), q̓ʷa:ńłəń (Kwantlen), q̓iqéyt (Qayqayt), x̓ʷməθk̓w̓əy̓əm (Musqueam) and s̓c̓əwaθən məsteyəx̓ʷ (Tsawwassen) First Nations. The knowledge, traditions and ongoing contributions of these communities are significant in providing context to the work we do, and DIVERSEcity recognizes the importance that reconciliation has in building truly inclusive and strong communities.

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## 1. Objective

The objective in the call for proposals is to practise due diligence of the part of DIVERSEcity Community Resources Society (hereafter referred to as the Society) to select a competitive insurance firm to provide external insurance services for the Society, which is a non-profit (registered charity) for an up to five-year cycle commencing on or around late June 2025.

We are going to tender at this point in time as evidence of our strong governance practices. The need for a non-profit like ours, in an era of fiscal constraints and global uncertainty, is to ensure value for money, and alignment with our values and new strategic plan.

## 2. Background

We support people and communities by providing resources, education and training, creating pathways for all to be a part of connected, stronger and healthier communities. Our organization is committed to providing opportunities for all British Columbians to ignite their individual potential, fostering a sense of belonging and building a future that protects the earth and guarantees equity for all.

Representation and lived experiences matter when it comes to delivering on our strategy; we commit to a compassionate and thoughtful approach that includes the experiences of individuals and communities. To this end, our work is led by a team of more than 500 staff and volunteers dedicated to delivering on our vision. With more than four-and-a-half decades of experience, we've refined our approach, yet remained nimble, allowing us to responsively address emerging community trends and needs with compassion and care.

We began our story in the City of Surrey, now the second-largest city in British Columbia with a population nearing 600,000. The city is located within Metro Vancouver and bordered by the United States to the south, the City and Township of Langley to the east, the Fraser River to the north and the Cities of Delta and White Rock to the west. Working in collaboration with community partners, we now offer services in multiple regions across the province.

Working within one of the fastest growing and most diverse regions in Canada has instilled innovation in everything we do. From Indigenous communities to the business sector and government, our ecosystem of partners is as diverse as the communities we serve and enables us to deliver collective impact through collaboration.

### Financial and Operational Disclosures

The Society was incorporated under the Society Act of British Columbia. The Society has Registered Charity status with the Canada Revenue Agency and thus is exempt from income taxes under section 149(1) of the Canadian *Income Tax Act*.



Financial statements are prepared in accordance with Canadian Accounting Standards for non-profit organizations set out in Part III of the CPA Canada Handbook – Accounting.

Internal financial statements are completed on a monthly basis and the Finance and Audit Committee are provided with internal statements six times per year at each Committee meeting.

The annual operating budget for the Society is close to \$30 million. Accounting, budgeting and financial reporting is completed through the Sage 300 accounting platform.

### **3. Bidder Qualifications**

The Society is seeking a candidate for the provision of insurance services with the following qualifications:

- Be a Canadian Accredited Insurance Broker (CAIB) member (or equivalent) with significant and demonstrated experience and knowledge of the non-profit sector.
- Have experience in providing insurance services for similar sized non-profit organizations.
- Be current with respect to legislation relevant to the operations of non-profit organizations.

### **4. Services Provided**

Your proposal should cover the following services:

- Annual insurance review and renewal that is both cost effective and adequately sized; the types of insurance coverage the Society typically purchases includes (but is not limited to) Commercial General Liability, Professional Liability, Directors & Officers Liability, Abuse Coverage, Excess Third-party Liability, Executive Team Coverage, Commercial Glass, Cyber Security.
- Off-cycle insurance needs;
- Presentation to the Society's Finance & Audit Committee to provide reassurance around existing and emerging coverages;
- Serve as consultant and available resource on insurance and related issues throughout the year.



## 5. Length of Engagement

The term of the engagement is for a one-year cycle commencing on or around late June 2025.

The engagement may be extended, by mutual agreement between the Society and the selected bidder, for additional one-year terms, to a maximum of four additional years.

## 6. Proposal Content

Your proposal should not exceed 10 pages and should include (and not limited to):

- How you meet the requirements under *Section 3. Bidder Qualifications*;
- How you meet the requirements under *Section 4. Services Provided*;
- List of individuals and their biographies (and/or key roles) with whom the Society would be working with directly and/or building long-term partnerships with;
- Proposed contracts and/or other relevant documentation (in draft form) that will allow the Society to evaluate the bid;
- Proposed fee structure and/or clear methodology behind the fee structure across the five-year period inclusive of all administrative and other anticipated fees;
- Confirmation of your professional independence with respect to the Society;
- Additional services not explicitly listed in the RFP that you deem to be a good potential fit over the five-year period;
- Services that you would consider providing in your area of expertise around training and/or education for internal staff at the Society and/or our external clients;
- Your strategy and goals regarding program development, community sponsorships, charitable giving and volunteerism, and how this aligns with the Society's strategic plan and sponsorship package;
- Direct references from similar organizations to the Society that demonstrate a track record of being a sustained, strong, and strategic partner to their business.

## 7. Proposal Evaluation

Your proposal will be assessed by a selected group of internal employees and Board Members that will apply a weighted score across various categories as follows:

Category	Percentage Weighting
Ability to meet the requirements of Section 4. Services Provided	25%
Ability to meet the requirements of Section 3. Bidder Qualifications	10%
Background and experience with similar organizations	10%

Fee structure and transparency in costing proposal	25%
Ability to deliver as a long-term strategic and sustainable business partner	10%
Alignment with the Society's values and latest Strategic Plan	15%
Overall approach and responsiveness to the RFP	5%
<b>Total</b>	<b>100%</b>

## 8. Submission Deadline

Please submit your response to this request for proposal no later than 12 pm noon (Pacific Standard Time) on Friday, May 2, 2025. Proposal documents should be submitted electronically to:

Ian Robinson  
Chief Financial Officer  
Email: [cfo@dcrs.ca](mailto:cfo@dcrs.ca)  
Direct Line: 778-387-5314

## 9. General

This RFP is not a tender and does not commit the Society in any way to select a preferred bidder, or to process to negotiations for a contract, or to award a contract. The Society reserves the right to, at any time, for any reason, reject all proposals, terminate the RFP and proceed with obtaining the services in an alternative manner.

Notwithstanding any other section of this RFP or any practice or custom of the trade or industry, the Society, in its discretion, reserves the right to, at any time, do any or all of the following:

- a) Accept any proposal;
- b) Disqualify a bidder from this RFP;
- c) Reject any proposal for any reason, including without limitation if in the Society's view the proponent does not have sufficient experience performing the services;
- d) Reject all proposals for any reason, terminate this RFP process and, if the Society elects, obtain or proceed, with the services in some other manner, including conducting a new procurement process;
- e) Accept a proposal which is not the lowest cost proposal even if the lowest cost proposal conforms in all respects with the requirements set out in this RFP, and
- f) Not proceed to review and evaluate, or discontinue the evaluation of, any proposal.



The Society may, in its discretion, reject any proposal which fails to confirm to or includes qualification to the requirements of this RFP, which is materially incomplete, obscure or irregular, which contains exceptions or variations, or which omits any material information required to be submitted. Notwithstanding anything to the contrary in this RFP, the Society may in its discretion retain any such proposal for consideration and may waive any or all of the foregoing, on such terms and conditions as the Society may consider appropriate, and consider such proposal in the same manner as proposals that fully conform to the requirements of this RFP without qualification.

By submitting a proposal, each bidder agrees that the Society and its employees, advisors and representatives will not under any circumstances be liable for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the bidder in preparing and submitting a proposal, participating in this RFP process or other activity related to or arising out of this RFP process, including if the Society for any reason cancels this RFP process, rejects any or all proposals, accepts any compliant or non-compliant proposal or breaches any duty of fairness, express or implied term of the proposal documents or other duty to the bidder. Bidders are solely responsible for all costs whatsoever incurred by the bidder in connection with preparing and submitting a proposal and negotiating a contract.

## Available Attachments

- Audited Financial Statements for the period ending March 31, 2024
- DIVERSEcity Strategic Plan 2024–2029
- Annual Impact Report 2023–2024
- DIVERSEcity sponsorship package

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