



CAPITAL AREA REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSAL – CARPC 20261001

INSURANCE BROKERAGE SERVICES

Date Issued: October 14, 2026

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Introduction and Purpose

Background

Capital Area Regional Planning Commission (“CARPC”) is an independent unit of government, one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. CARPC was created on May 2nd, 2007 by Executive Order pursuant to Wisconsin’s regional planning statute (Wis. Stat. § 66.0309). CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts.

Purpose of Request

Capital Area Regional Planning Commission is seeking proposals to serve as the primary vendor for insurance brokerage services to the Commission.

Scope of Services and Duration

Capital Area Regional Planning Commission hasn’t established a definite period for services resulting from this process. The provider selected from this process will act as the Commission’s primary brokerage for worker’s compensation, general liability, directors and officers, employment practices, and other forms of insurance coverage.

Reasonable Accommodations

Capital Area Regional Planning Commission will provide reasonable accommodations, including the provision of informational material in an alternative format for individuals requesting an accommodation for a disability. To request an accommodation, please contact Matt Koz, Administrative Services Manager, at Accounting@CapitalAreaRPC.org, (608) 474-6017, or by mail to:

Capital Area Regional Planning Commission
ATTN: Matt Kozlowski, Administrative Services Manager
100 State St, Ste 400
Madison, WI 53703

Termination of Services

Capital Area Regional Planning Commission reserves the right to cancel the resulting procurement of services from this process for any reason by giving sufficient written notice to the provider.

Capital Area Regional Planning Commission may discontinue this service, in part or in whole, without penalty at any time due to loss of available funds.

Proposal Procedures and Instructions

Submission Methods

Capital Area Regional Planning Commission is accepting bids electronically via Accounting@CapitalAreaRPC.org. Proposals may also be submitted in writing via mail to

Capital Area Regional Planning Commission
ATTN: RFP CARPC 20260401
100 State St, Ste 400
Madison, WI 53703

Calendar of Events

Date	Event
October 12th, 2026	RFP Issued
October 21st, 2026	Deadline to Request Reasonable Accommodations
October 23rd, 2026	Deadline to Request Additional Information
October 26th, 2026	Additional Information Supplied to Prospective Vendors
November 3rd, 2025	Deadline to Submit Proposals

Format of Proposals

Proposals may be submitted electronically as a PDF or similar file format.

Incurring Costs in Proposals

Capital Area Regional Planning Commission is not liable for any costs incurred by a vendor in the process of responding to this RFP.

Proposal Evaluations

Proposals submitted in this process will be evaluated by Capital Area Regional Planning Commission staff based on the services and financial products included in the proposal.

Proposal Details

Summary

Capital Area Regional Planning Commission is seeking insurance brokerage services and related products to safeguard the Commission's assets, facilitate the Commission's stewardship of public funds, and to properly analyze the Commission's risks to ensure adequate insurance coverage.

Key Proposal Components

A successful proposal will address the following services and needs:

- ❖ Robust customer support features, including the ability to assign a dedicated agent who can provide 'plain language' descriptions of insurance products and offerings
- ❖ Ability to address needs for workers compensation, directors and officers, employment practices, general liability, and similar insurance policy needs
- ❖ Understanding of local government insurance needs
- ❖ Ability to effectively market risks to secure cost-effective pricing

Note: Capital Area Regional Planning Commission currently receives medical, dental, life insurance, and disability insurance products in partnership with Dane County. Proposals need not address these products to be successful.

Selection Notifications

Following the evaluation of proposals submitted in this process, Capital Area Regional Planning Commission will notify all companies that submit proposals in writing via email. Limited feedback on proposals may be provided at the discretion of Capital Area Regional Planning Commission following the final selection from this process.