

Request for Proposal (RFP) – Insurance Brokerage Services

Effective Date: May 4, 2026

1. Overview

The Plaquemines Port Harbor Terminal District AKA Louisiana Gateway Port (“Port”) is seeking proposals from qualified insurance brokerage firms to place and service our insurance program. We seek risk exposure assessment, competitive pricing, appropriate coverage, and reliable service support.

RFP Contact:

Name: Shawna Williams

Title: Purchasing Agent

Email: shawnaw@gatewayport.com

Phone: (504) 682-7920

Submission Method: Email

2. Company Snapshot

Legal name: The Plaquemines Port Harbor and Terminal District AKA Louisiana Gateway Port

Headquarters: Belle Chasse, LA

Primary business activities: Landlord Port Authority

Year founded: 1953

Number of employees: 85

Operating geographies: First 81 miles of the Mississippi River from the Gulf of Mexico

Key risk characteristics: Operator of vehicle ferries, and fire and rescue boats.

3. Coverage Requested

Please provide proposals for the following lines:

1. Hull & Machinery
2. Protection & Indemnity
3. Marine General Liability
4. Vessel Pollution
5. Commercial Automobile
6. Bumbershoot Liabilities
7. Excess Bumbershoot

8. 2nd Excess Bumbershoot
9. 3rd Excess Bumbershoot
10. Inland Marine
11. Terrorism & Sabotage
12. Commercial Property
13. Public Officials Liability
14. Workers' Compensation
15. Commercial Property (Popich Building)
16. Wind & Hail (Popich Building)
17. Fidelity/Crime

4. Information Provided

Along with this RFP, upon request the Port will share:

Current policies (terms, limits, deductibles, carriers)

Key exposure data (e.g., property values, vehicle schedules, payroll, revenues)

Please advise of any additional information needed.

5. Topics to Address in Your Proposal

I. Firm Overview & Service Team

- Brief overview of your organization and capabilities
- Proposed service model
- Proposed account team, roles, and responsibilities
- Team continuity/succession approach
- Key technologies and tools supporting your service delivery
- Distinguishing strengths or differentiators

II. Industry Experience

- Relevant client experience, especially comparable organizations
- References or case examples (if available)
- Approach to market monitoring and communication
- London and specialty market capabilities
- Any specialized expertise beneficial to Plaquemines Port Harbor and Terminal District

III. Program Review & Strategy

- (If policies/loss data are provided)
 - Initial observations on our program
 - High-level recommendations for improvements or restructuring

- Opportunities for cost savings or coverage enhancement
- Markets you would approach and why
- Outline of transition steps if selected as broker

IV. Marketing & Placement

- Marketing approach, domestic and international market access
- Use of wholesale or E&S markets
- Experience with self-insurance, large deductibles, or captive programs

V. Additional Services

- Overview of risk engineering and loss control services
- Claims support and advocacy capabilities
- Contract review and risk transfer support
- Additional resources (benchmarking, analytics, actuarial support)
- Services included in compensation vs. additional-fee services

VI. Remuneration

- Fee or commission structure
- Breakdown of costs and any potential expenses
- Use of wholesale brokers and related compensation

6. Process & Timeline

RFP Effective Date: May 4, 2026

Deadline for questions: May 15, 2026

Written proposals due: June 15, 2026, 5:00 PM CDT

Total proposal should not exceed 20 pages, excluding appendices.

7. Confidentiality

All information shared by the Port is confidential and may only be used for the purposes of preparing your proposal.