**Mountain-Plains Museums Association**

**Request For Proposal (RFP)**

**Museum Insurance Discount Program for**

**MPMA Institutional Members**

**Date of Issue:**

**Purpose of the RFP**

The Mountain-Plains Museums Association (MPMA), would like to create a Museum Insurance Discount Program as a part of its larger Cooperative Program by partnering with insurance companies to provide discounts to MPMA’s institutional members on museum insurance products (e.g. Fine Arts Coverage, Directors and Officers Liability, Event Cancellation, etc.). Companies selected for participation in the Museum Insurance Discount Program will enter into an agreement to become a Cooperative Provider.

**Background Information**

MPMA has long provided discounts to its institutional members through a Purchasing Co-Op; this service has provided discounts on archival and collections storage products. MPMA is interested in expanding the discounts available to its institutional members and is looking to expand into being able to provide discounts on insurance products to its members through a Museum Insurance Discount Program. MPMA is publishing this RFP in order to gather proposals from one or more insurance companies that are willing to enter into a partnership with MPMA where each partner receives benefits to further accomplish their mission or business goals.

**Proposal Requirements**

***Overview***

Successful Cooperative Provider(s) will provide published discounts to MPMA institutional members on one or more of their museum insurance products and provide fees or services to MPMA as outlined below. In exchange, MPMA will provide the Provider(s) information on its institutional members and provide advertising and other marketing for partner companies as outlined below.

***Cooperative Provider Furnished Services***

In order to participate in MPMA’s Museum Insurance Discount Program, a Cooperative Provider must:

* Offer a discount(s) to MPMA institutional members on goods or services provided. This discount must be a significant perk and easily recognized as meaningful by MPMA institutional members. The discount must be useful to member museums of all sizes including small museums. The discount could be for any or all of a number of different kinds of coverages for such things as collections, exhibition or collection loans, terrorism, general liability, special events, etc.
* Make an annual commitment of a minimum of $1,000 to MPMA, $200 of which represents participation as a Business Patron Member. The remaining commitment of $800 or more may be earmarked by the Cooperative Provider for participation in MPMA’s Annual Conference (as an exhibitor, sponsor or donor), or in any other fashion as a contribution to MPMA.
* Renew annually its commitment to MPMA unless terminated in writing by the Cooperative Provider or MPMA.

***MPMA Furnished Services***

In entering into an agreement with a Cooperative Provider, MPMA agrees to:

* Advertise the Museum Insurance Discount Program as a benefit to its institutional members.
* Provide quarterly updates to the Provider on its institutional membership organizations.
* Advertise and promote each Provider on its website and at least one newsletter or group email each year (these go to all members, including individual and institutional members). Providers may choose to have a link created from the MPMA website to their company’s website.
* Provide special recognition to Cooperative Providers at its Annual Business Meeting, during the General Session at its Annual Conference, and in the Annual Conference Program.
* For Providers that purchase a booth in the Exhibit Hall at the Annual Meeting and Conference, special recognition will also be given during the Exhibit Hall opening and closing receptions.

**Proposal Evaluation Process and Criteria**

All proposals received will be evaluated by MPMA’s Board Cooperative Programs Committee. Those deemed to meet the requirements set forth in this RFP will be forwarded to the Board Executive Committee for approval. Any and all companies whose proposals are approved may enter into a Cooperative Provider agreement with MPMA.

The MPMA Executive Committee has the sole discretion to approve or deny Cooperative Provider status to any company who provides a proposal in response to this RFP.

Cooperative Provider status may be terminated at any time by written request of MPMA or the Cooperative Provider, assuming that any monetary and service requirements have been fulfilled.

**Proposal Format and Content**

All proposals should be submitted via email to MPMA at mountplains@aol.com no later than September 1st, 2012.

Proposals should be no longer than 10 standard pages, including any additional literature, information or other attachments. The proposal should include a clear summary statement in 200 words or less explaining the discount benefits being offered to MPMA institutional members.