



Brooks Development Authority  
Request for Proposals (RFP)  
Insurance Brokerage Services  
Bid #12032014-003  
Questions

---

1. Please clarify responses to questions 7, 8, 16 & 17 regarding the current structure of the broker compensation. Is the current broker receiving commission for the premium written each month as well as a broker fee? When you refer to a monthly consulting fee in response to question 16, is that the same as the broker fee or are these two separate fees in addition to commission?

**ANSWER:**

- a. **Commission:** Commission is received once a year, at the beginning of the fiscal year (October). It is invoiced with the premium for each policy.
- b. **Broker Consulting Fee:** The Broker Consulting Fee is in addition to the commission and is an annual fee that is paid on a monthly basis.