REQUEST FOR PROPOSAL

Kentucky Employers' Mutual Insurance
Request for Proposals (RFP) No. 2026-106
Purpose: Reinsurance Software

The procurement by competitive negotiation is desired by Kentucky Employers' Mutual Insurance (hereinafter "KEMI") for Reinsurance Software.

Responses must be submitted electronically, in a single PDF document limited to 100MB, via KEMI's online procurement submission portal at: www.kemi.com/rfp

The online procurement submission portal utilizes a two-step process to upload responses. Vendors must complete the access request form by providing contact information and a valid email address. An access link will be sent to the email address provided. Vendors must then follow the access link to the proposal submission form.

Proposals must be submitted on or before: **12:00 PM Eastern Time on October 6, 2026**

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I. RFP SPECIFICATIONS

A. Purpose and Scope of Services

KEMI seeks proposals for Reinsurance Software as a SaaS model with the following mandatory requirements:

1. A centralized repository for treaty and contract details.
2. Loss reporting to automatically identify claim losses that exceed applicable retentions, calculates reinsurer shares of claims and applicable recoveries based on treaties.
3. Support accounting and compliance workflows, including bordereaux generation, automated premium billing, manual and automated receipt handling.
4. Allow users to customize reinsurance reports for regulatory, audit, and internal reporting purposes.
5. Provide automated Schedule F production.

Please see the Mandatory Requirements form for a full, detailed list of required functionality.

B. Scoring

A committee will evaluate all responses to ascertain which Offeror(s) best meets KEMI's business needs and requirements based on the selection criteria below:

	Maximum Points Possible
Offeror Qualifications	**5**
Required Functionality	**50**
Optional Functionality	**10**
Cost	**30**
Business Continuity Form	**5**
MAXIMUM POINTS POSSIBLE	**100**
Interviews/Discussions, if selected	**100**
MAXIMUM POINTS POSSIBLE With Interviews/Discussions	**200**

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C. Schedule of Events

The following schedule of events represents KEMI's best estimate of the schedule that shall be followed. KEMI, in its sole discretion, may alter and/or amend this schedule at any time, including not conducting virtual interviews/discussions. Any adjustments to the schedule of events will be emailed to the prospective offeror's contact on record with Sarah Kosin at rfp@kemi.com.

- RFP Publication Date – Tuesday, September 8, 2026
- Deadline for Inquiries – Tuesday, September 15, 2026
- KEMI Response to Inquiries – Tuesday, September 22, 2026
- Deadline for Submission of Proposals – Tuesday, October 6, 2026
- Virtual Interview/Discussions (Optional) – October 26-30, 2026

II. PROPOSAL REQUIREMENTS

A. Offeror Qualifications

1. Please provide the following information:
   - i. Your company name and address;
   - ii. Primary contact, title and role within company, address, email address, and telephone number;
   - iii. Date, country, and state of incorporation;
   - iv. Location of corporate headquarters;
   - v. Insurance policy limits for the following:
     - a. Workers' Compensation
     - b. Employers' Liability
     - c. General Liability
     - d. Professional Liability
     - e. Cyber Liability / Security
   - vi. Process for monitoring regulatory change and training staff on current regulations especially relating to Schedule F and/or other Reinsurance related NAIC changes;
   - vii. Whether your company undergoes an annual Service Organization Control audit, and if so, provide the reports from the last two years;
   - viii. Support and training offered to KEMI;

ix. Service and software accessibility;

x. Process for product implementation and data conversion; and

xi. Illustrate any unique attributes or competitive advantages that distinguish your company from other companies

B. Required Functionality

1. The following functionality is required. Please describe how your company satisfies the following:
   i. TECHNICAL MODEL AND SUPPORT: The proposed reinsurance solution should be available through a SaaS model and include customer support as needed. Vendors must describe implementation support, including conversion support from the current system.

   ii. TREATY MANAGEMENT: The proposed solution must provide a centralized repository for treaty and contract details, including treaty years, multi-year agreements, endorsements, ownership changes, renewal details, and related contract documentation for both KEMI and the LPTs (i.e. multiple "company" codes). A full listing of companies and reinsurance years is attached as "KEMI Reinsurance Contracts List."

   iii. LOSS REPORTING AND RECOVERY CALCULATIONS:
      a. The proposed solution must automatically identify claim losses that exceed applicable retentions and calculate reinsurer shares of claims based on treaty terms, loss layers, aggregate limits, catastrophe coverage, deductibles, and other applicable contract provisions.

      b. The proposed solution must calculate reinsurance receivables, recoveries due, outstanding balances, aging schedules, and support tracking of subrogation receivables and receipts on a net basis.

      c. The proposed solution must capture and report claim data by indemnity, medical, and expense components and allow data to be identified, separated, or consolidated by company for multi-company reporting needs as well as by reinsurance contract and reinsurer.

      d. The proposed solution should support stop loss functionality and allow users to add, access, and maintain notes specific to claims, treaties, or renewals.

   iv. ACCOUNTING, COMPLIANCE AND RECONCILIATIONS:

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a. The proposed solution must support accounting and compliance workflows, including bordereaux generation (based on both user input and system data), automated premium billing, manual and automated receipt handling.

b. The proposed solution must allow users to customize reinsurance reports for regulatory, audit, and internal reporting purposes. The solution must include data controls and checks, identify duplicate or out-of-balance data, and maintain a full audit trail of system functions and user input.

c. The proposed solution must provide automated Schedule F production and support timely updates to comply with new Schedule F requirements.

C. Optional Functionality

1. Please describe if your company can satisfy the following:
   i. Optical character recognition functionality for document and note retrieval.

   ii. The proposed solution should be able to produce reports in various standard reporting formats (e.g. CSV, PDF, etc.).

   iii. Automated NCCI statistical reporting.

   iv. Available integration capabilities with FROI and SROI data, Mitchell, Origami Claims and Policy, reinsurance brokers such as Guy Carpenter, and any future broker or third-party data-sharing needs.

   v. Track collateral, letters of credit, and accounts involving unauthorized or alien reinsurers.

   vi. Provide on-demand modeling, including predictive reserving capabilities, to evaluate cost-effective reinsurance structures based on current and future trends.

   vii. Interface with company software and/or spreadsheets for modeling and analysis.

D. Cost

1. Provide all costs (implementation, annual service, maintenance, etc.) for the product and service(s). Please include how these costs will be billed to KEMI.

E. Business Continuity Form

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1. Complete the Business Continuity Form which is attached to this RFP, and return it as a separate attachment with your response. You must utilize the Business Continuity form for your answers.

III. INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY.
FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK.

A. Proposals must set forth full, accurate, and complete information as required by this RFP. Failure to follow these requirements may be cause for rejection of the proposal.
B. KEMI is not liable for any expenses incurred in the preparation and presentation of the proposal.
C. The Offeror Form located in the addendum must be signed by the person submitting the proposal and must include the signee's printed or typed name, business address, email address, company website, telephone number, and date. This form must be submitted with your proposal.
D. The Sworn Statement Regarding Campaign Finance Laws Form located in the addendum must be signed, notarized, and submitted with your proposal.
E. The Mandatory Requirements Statement located in the addendum must be signed, attesting to compliance with KEMI's mandatory requirements for this RFP, and returned with your proposal.
F. The Proposal Submission Checklist located in the addendum is included to ensure accurate and complete submissions.
G. Proposals must be submitted electronically via KEMI's online submission portal as specified on the first page of this RFP. Unless stated otherwise in the RFP, it is **strongly preferred** that the entire proposal is submitted in a single PDF document. If separate attachments are also submitted, they must be clearly labeled and timely submitted. Please note that only a maximum of ten (10) attachments can be submitted through the online submission portal. The proposal must not contain hyperlinks; no material contained within a hyperlink will be considered. No other method of correspondence will be accepted.
H. **The Proposal Deadline Date and Time are the date and time indicated on the first page of this RFP. The date and time that KEMI actually receives the proposal will determine whether the applicant has met the deadline for response.**
I. All inquiries concerning the form and method or specific services/products as well as requests for copies of the RFP must be made in writing to:

Sarah Kosin
rfp@kemi.com

Responses to inquiries will be shared with all potential Offerors having received a copy of this RFP from KEMI. Therefore, distribution of this RFP must be handled directly by KEMI. Any unauthorized contact with any KEMI staff other than as specified above may disqualify the Offeror from further consideration.

IV. GENERAL INFORMATION

A. Background

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KEMI was created in 1994 by the Kentucky General Assembly to provide workers' compensation insurance to Kentucky employers. KEMI is Kentucky's largest writer of workers' compensation insurance with its headquarters located in Lexington, Kentucky. For additional information about KEMI, please visit www.kemi.com.

B. Discussions with Offeror

Discussions may be conducted with all responsible Offerors who submit proposals and are determined to be reasonably qualified and susceptible of being selected for award. Discussions may be for the purpose of clarification to assure full understanding of, and conformance to, the proposal requirements; however, Offerors will not be permitted to change their original proposal. Offeror should clearly understand that any verbal representations made or assumed to be made during any oral discussion held between Offeror and KEMI are not binding.

KEMI may require Offerors among the top scoring proposals to participate in a virtual interview. See aforementioned Schedule of Events. The principal contact for KEMI will be required to participate in the interview.

C. Proposal Modifications

Any changes, amendments or modifications to a proposal after it has been submitted must be made prior to the deadline for receipt of proposals, must be in writing, and must be submitted in the same manner as the original proposal.

Proposals or modifications received by KEMI after the exact hour and date specified shall not be considered.

D. Confidentiality

Matters relating to this RFP and any resulting contracts shall not be discussed with anyone other than KEMI staff without the prior written consent of KEMI. No opinions, reports, summaries, letters, or other documents prepared with respect to the RFP shall be released without approval of KEMI, except as required by state or federal law.

Except as required by law, information furnished by any Offeror in response to this RFP will not be disclosed by KEMI without the prior written consent of the Offeror.

E. Reservation of Rights

KEMI reserves the right to:

I. Reject any or all proposals and waive any requirement, informality, or condition of proposals.

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II. Cancel the RFP and not award the RFP.
III. Prohibit sub-contractors of the Offeror from performing any of the Services outlined in this RFP without the prior written consent of KEMI.
IV. Categorize Offeror as an independent contractor, denying any employee/employer relationship between KEMI and Offeror.
V. Approve the time and format of payment for the Offeror(s). KEMI will audit fees for reasonableness and accuracy.
VI. Add items or services within the scope of the resultant contract if mutually agreeable by both the Offeror and KEMI.
VII. Amend this RFP. Any amendment or information provided to a prospective Offeror will be provided to all prospective Offerors. If necessary, an RFP based on revised specifications will be issued as promptly as possible.
VIII. Perform services in-house, or to contract with another company to perform like services.
IX. Require a contract with the winning Offeror(s). Contract negotiations will commence at the conclusion of the RFP process.

F. Registration with the Kentucky Secretary of State

By responding to this RFP, the Offeror agrees and acknowledges that:

1. If the Offeror is a foreign entity as defined under Kentucky Revised Statute (KRS) 14A.1-070(10), and it is awarded a contract, it will ensure that it is properly registered with the Kentucky Secretary of State in accordance with KRS 14A.9-010 during the life of any contract awarded, or otherwise document the legal exemption which applies.
2. If the Offeror is a Kentucky entity as defined under KRS 14A.1-070(7), and it is awarded a contract, it will ensure that it is properly registered with the Kentucky Secretary of State in accordance with KRS Chapter 14A, or otherwise document the legal exemption which applies.

The aforementioned information shall be maintained during the life of any contract awarded and provided to KEMI upon request.

G. Protest

Any offeror who is aggrieved in connection with the solicitation or award of a contract may file a written protest to KEMI's Internal Auditor within fourteen (14) calendar days after such aggrieved offeror knows or should have known of the facts giving rise to the protest.

Patrick Simpson
psimpson@kemi.com

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OFFEROR INFORMATION:

***IMPORTANT*: SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE**

Signed by: ____
Date: ____
Type or Print Name: ____
Company: ____
Address: ____
____
City: ____________________________ State: ______ Zip: ___________
Phone No. ______ (Area Code)______________________________
Fax No. ______ (Area Code)___________________________________
Email Address: ____
Company Website: ____
Federal ID or SSN # ____
Type of ownership:______Individual ______Sole Proprietorship
______Corporation ______Partnership

In addition to the principal contact listed above, please include below any additional contacts you would like to receive communication regarding the RFP. KEMI will only send communication regarding the RFP to the principal contact and the contact(s) listed below. The information includes, but is not limited to, KEMI's responses to inquiries, status updates about the RFP, any modifications to the RFP, requests for interview scheduling, etc.

Contact Name(s) for RFP Communication:

____
____

Contact Email(s) for RFP Communication:

____
____

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Sworn Statement Regarding Campaign Finance Laws:
Pursuant to KRS 45A.110 and KRS 45A.115

This sworn statement regarding campaign finance laws must be signed and notarized and returned with your proposal.

The undersigned hereby swears or affirms, under penalty prescribed by law for perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and that the award of a contract to him/her, individually, or to the corporation, partnership or other business entity which he/she represents, will not violate any campaign finance laws of the Commonwealth.

OFFEROR

____
(Signature)

____
(Title)

____
(Name of Company or Corporation)

State of ____________________)
) SS
County of __________________)

The foregoing statement was acknowledged and sworn on before me this _________ day

of ____________________, _______.

Notary Public ________________________________

My Commission expires: ____________________________________.

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MANDATORY REQUIREMENTS:

IMPORTANT: SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE.

OFFERORS MUST MAKE AN AFFIRMATIVE STATEMENT THAT THE PROPOSED SOLUTION MEET THE FOLLOWING REQUIREMENTS. THESE REQUIREMENTS ARE MANDATORY, AND NO SUBSTITUTIONS WILL BE PERMITTED.

1. TECHNICAL MODEL AND SUPPORT: The proposed reinsurance solution should be available through a SaaS model and include customer support as needed. Vendors must describe implementation support, including conversion support from the current system.
2. TREATY MANAGEMENT: The proposed solution must provide a centralized repository for treaty and contract details, including treaty years, multi-year agreements, endorsements, ownership changes, renewal details, and related contract documentation for both KEMI and the LPTs (i.e. multiple "company" codes). A full listing of companies and reinsurance years is attached as "KEMI Reinsurance Contracts List."
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   iii. The proposed solution must capture and report claim data by indemnity, medical, and expense components and allow data to be identified, separated, or consolidated by company for multi-company reporting needs as well as by reinsurance contract and reinsurer.
   iv. The proposed solution should support stop loss functionality and allow users to add, access, and maintain notes specific to claims, treaties, or renewals.
4. ACCOUNTING, COMPLIANCE, AND RECONCILIATIONS:
   v. The proposed solution must support accounting and compliance workflows, including bordereaux generation (based on both user input and system data), automated premium billing, manual and automated receipt handling.
   vi. The proposed solution must allow users to customize reinsurance reports for regulatory, audit, and internal reporting purposes. The solution must include data controls and checks, identify duplicate or out-of-balance data, and maintain a full audit trail of system functions and user input.
   vii. The proposed solution must provide automated Schedule F production and support timely updates to comply with new Schedule F requirements.

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The undersigned hereby affirms the above statements are accurate, understanding that any violation of the validity of the above statements will result in the dismissal of Proposal.

OFFEROR

____
(Signature)

____
(Title)

____
(Name of Company or Corporation)

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PROPOSAL SUBMISSION CHECKLIST

The vendor MUST include the following with the proposal submission.
If the items below are not submitted with the proposal submission,
KEMI will reject the proposal and the Offeror will be disqualified.

☐ **SIGNED OFFEROR INFORMATION FORM**

☐ **SIGNED AND NOTARIZED SWORN STATEMENT REGARDING CAMPAIGN FINANCE LAWS**

☐ **SIGNED MANDATORY REQUIREMENTS STATEMENT**

☐ **COMPLETED BUSINESS CONTINUITY FORM**

☐ **ORIGINAL COPY OF THE PROPOSAL**
(prepared in accordance with the Specifications and Requirements described in this RFP)