



**REQUEST FOR PROPOSALS NO. 2025-010
INSURANCE BROKERAGE SERVICES
CONNECTICUT AIRPORT AUTHORITY**

The Connecticut Airport Authority (CAA) is soliciting proposals from insurance brokerage firms to provide services to market, place, and administer CAA's insurance requirements for a three-year period commencing March 1, 2025 in order to secure policies beginning July 1, 2025.

Proposal documents will be available on **January 22, 2025**, and may be downloaded at: <https://ctairports.procureware.com>. Firms must be registered to access the proposal in its entirety and to submit a proposal.

Due date for proposals is no later than **February 19, 2025, 1:00 p.m. (EST)**. Proposals will not be publicly displayed.

COMMUNICATIONS:

During the period from advertisement of this RFP and until a contract is awarded, proposers shall not contact any employee of the CAA concerning this procurement except in writing via the questions link found at <https://ctairports.procureware.com>. The deadline to submit questions will be **February 13, 2025, 11:00 a.m. (EST)**. The CAA reserves the right to respond to only questions it deems part of the technical process. Responses to questions will be provided to all proposers in the form of an Addendum to the RFP, if the CAA determines it is in its best interest. Any questions received after this time will likely be unanswered. The CAA reserves the right, at its sole discretion, to respond to such questions. If a Proposer has a question related to the technical process after the question deadline noted above, they may reach out to the CAA's Purchasing Agent via e-mail at procurement@ctairports.org.