



Williams Lake

FIRST NATION

Request for Interest

for

Insurance Services

Closing Date: February 6, 2026

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1. Introduction

Williams Lake First Nation (the “Organization”) is issuing this Request for Interest (RFI) to invite qualified insurance brokers and/or insurers to express their interest in providing insurance services to the Organization.

The purpose of this RFI is to identify potential providers with the experience, financial capacity, and service capabilities to meet the Organization’s insurance needs.

Respondents to this RFI may be invited to participate in a subsequent Request for Proposal (RFP) or tender process.

This RFI is for information-gathering purposes only and does not constitute a commitment by the Organization to procure insurance services or to proceed with any respondent.

2. Scope of Interest

The Organization is seeking expressions of interest for one or more of the following lines of insurance coverage, as applicable:

- Property Insurance
- Accidental Death and Dismemberment
- Commercial General Liability
- Directors and Officers (D&O) Liability
- Professional Liability / Errors and Omissions
- Cyber Liability
- Automobile / Fleet Insurance
- Crime
- Business Interruption
- Glass
- Equipment
- Golf Course
- Other related or complementary insurance products

Respondents may express interest in providing all or part of the above coverage.

3. Respondent Information Requirements

Interested parties should submit a concise response including the following information:

3.1 Company Profile

- Legal name and ownership structure
- Years in operation

- Primary business focus (broker, insurer, managing general agent, etc.)
- Financial strength ratings (if applicable)

3.2 Relevant Experience

- Experience providing insurance services to organizations of similar size, complexity, or industry
- Summary of key client segments served
- Any relevant specializations

3.3 Coverage and Capabilities

- Lines of coverage offered
- Geographic coverage and licensing
- Capacity and underwriting appetite relevant to the Organization

3.4 Service Model

- Account management and servicing approach
- Claims handling and advocacy process
- Risk management or loss prevention services (if applicable)

3.5 Value-Added Services

- Technology platforms, reporting tools, or analytics
- Benchmarking, advisory, or consulting services
- Any other differentiators

4. Submission Instructions

Responses should be submitted electronically and include all information requested in Section 3.

Submission Deadline: February 6, 2026 by 4:30 pm

Submission Method: Email (PDF format preferred)

Submission Address: lori.billyboy@wlfn.ca

Late submissions may not be considered.

5. Evaluation and Next Steps

The Organization will review all submissions received by the deadline. Based on the responses, selected respondents may be invited to participate in a formal RFP or negotiation process.

The Organization reserves the right to:

- Accept or reject any or all responses
- Request additional information or clarification
- Modify or cancel this RFI at any time

6. Confidentiality

All information provided in response to this RFI will be used solely for the purpose of evaluating potential insurance providers and will be treated as confidential, subject to applicable laws and internal policies.

7. Contact Information

All inquiries regarding this RFI should be directed to:

Name: Lori Ann BillyBoy

Title: Chief Financial Officer

Organization: Williams Lake First Nation

Email: lori.billyboy@wln.ca