



Broward County

Legislation Details (With Text)

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In control: FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

On agenda: 3/14/2023 **Final action:** 3/14/2023

Title: MOTION TO APPROVE Request for Proposals (RFP) No. GEN2125820P1, Agent/Broker Insurance and Management Services, for the Risk Management Division.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 - RFP No. GEN2125820P1, 2. Exhibit 2 - Goal Memorandum dated October 31, 2022

Date	Ver.	Action By	Action	Result
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Broward County Commission Regular Meeting

Director's Name: George Tablack

Department: Finance and Administrative Services **Division:** Purchasing

Information

Requested Action

MOTION TO APPROVE Request for Proposals (RFP) No. GEN2125820P1, Agent/Broker Insurance and Management Services, for the Risk Management Division.

Why Action is Necessary

In accordance with the Broward County Procurement Code, Section 21.33, Issuance of Competitive Solicitation, Board approval is required prior to advertisement of RFPs, RLIs, and RFQs with an anticipated total value of more than \$500,000.

What Action Accomplishes

Approves a Request for Proposals solicitation to engage the services of a qualified firm to provide General Agent/Broker Insurance Services and Owner Controlled Insurance Program Services for the Risk Management Division.

Is this Action Goal Related

No

Previous Action Taken

None

Summary Explanation/Background

THE PURCHASING DIVISION AND THE FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT/RISK MANAGEMENT DIVISION RECOMMEND APPROVAL OF THE ABOVE MOTION.

The Office of Economic and Small Business Development (OESBD) reviewed the scope of services and did not assign County Business Enterprises (CBE) goals for this procurement because there is an insufficient number of CBE firms that can provide the required services (Exhibit 2).

The purpose of this solicitation is to engage the services of one Agent/Broker to provide both General Agent/Broker Insurance Services and Owner Controlled Insurance Program (OCIP) Services for the Risk Management Division. The Agent/Broker will provide a wide range of insurance services requiring considerable expertise in multiple areas, including, but not limited to: procuring insurance policies; analyzing risks; reviewing and recommending changes to the current insurance programs; recommending risk transfer solutions; analyzing insurance market conditions; and projecting future insurance rates.

The Request for Proposals (RFP) method of procurement was selected for this project to best serve the County with multiple criteria emphasizing the vendor's qualifications. The RFP method provides for predefined evaluation criteria for the ranking of firms based on required specialized technical expertise. Proposers are required to determine the best method to accomplish the specialized services (Exhibit 1). Two pre-solicitation meetings were held with potential vendors to seek feedback and provide clarity regarding contents of the scope.

The RFP has been reviewed with the County Auditor's Office and all matters were addressed.

Source of Additional Information

Robert E. Gleason, Director, Purchasing Division, 954-357-6070

Fiscal Impact

Fiscal Impact/Cost Summary

Each requirement processed against this open-end contract, in the estimated initial three-year term amount of \$3,600,000, and the five-year potential estimated amount of \$6,000,000, will be funded by the appropriate funding sources at the time of release.

Requisition No. RSK0001005