

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award – Insurance Agent of Record

FOR AGENDA OF: 10-06-15 **BILL NO:** 15210

Mayor's Approval: Denny Doyle

DEPARTMENT OF ORIGIN: City Attorney

DATE SUBMITTED: 09-30-15

CLEARANCES: CAO W. Sking
Finance J. Bennett
Purchasing J. Howell

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: 1. Evaluation Matrix and Scoring

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$49,000	BUDGETED \$0-	REQUIRED \$49,000

* Account Number 604-40-0010-387 - Insurance Agency Fund - General Liability & Compensation Insurance Program - General Liability Insurance Account. The FY 2015-16 Adopted Budget did not include an appropriation for Agent of Record services and the \$49,000 appropriation is recommended to be included in the November 2015 Supplemental Budget.

RECOMMENDED ACTION:

Council, acting as Contract Review Board:

- (1) Authorizes the award of a one-year contract to Brown & Brown Northwest Insurance in an amount not to exceed \$49,000 in a form approved by the City Attorney, to serve as the City's Agent of Record;
- (2) Approves up to four contract renewals for a one-year period, provided that Council approves funding for each contract renewal in future FY 2016-2017 to FY 2019-2020 Budgets; and,
- (3) Acting as City Council, directs the Finance Director to include the \$49,000 appropriation in the November 2015 Supplemental Budget.

HISTORICAL PERSPECTIVE:

The City's Agent of Record serves as the City's representative to the insurance market. This representation includes bidding coverage, marketing, placement and claims consulting. In addition, the Agent of Record provides risk management consulting services to the City. These include but are not limited to: contract review, loss control services, loss forecasting, business needs assessments and other services as requested. For the last 25 years, Marsh USA, Inc., has served as the City's Agent of Record.

INFORMATION FOR CONSIDERATION:

A Request for Proposal (RFP) for Agent of Record services was advertised in the Daily Journal of Commerce on July 8, 2015. Eleven firms or individuals viewed and/or downloaded the RFP from the City's website. The City received three proposals (Brown & Brown Northwest Insurance, Marsh USA, Inc. and Propel Insurance, all located out of Portland, Oregon), which staff opened on August 5, 2015. Staff evaluated the proposals based on criteria that included knowledge and experience, project approach and understanding, experience and references, and contract price. After interviewing the three firms, staff determined that the Brown & Brown proposal best meets the evaluation criteria as shown on the attached evaluation and scoring matrix.

Exhibit 1

Solicitation # 3008-16B					
Insurance Agent of Record - Interview Scoring					
Company Name	Evaluation Factor	Max Points Available	Group Score	TOTAL POINTS	AVERAGE
Brown & Brown NW Insurance	1. Knowledge & Experience	28	22	22	22
	2. Project Approach & Understanding	20	18	18	18.00
	3. Relevant Experience & References	28	26	26	26
	4. M/W/ESB Program	12	2	2	2
	5. Contract Price	12	12	12	12
	Total Maximum Points	100	80	80	80.00
Marsh USA, Inc.	1. Knowledge & Experience	28	20	20	20
	2. Project Approach & Understanding	20	16	16	16
	3. Relevant Experience & References	28	26	26	26.00
	4. M/W/ESB Program	12	4	4	4
	5. Contract Price	12	8	8	8
	Total Maximum Points	100	74	74	74.00
Propel Insurance	1. Knowledge & Experience	28	14	14	14.00
	2. Project Approach & Understanding	20	12	12	12
	3. Relevant Experience & References	28	18	18	18
	4. M/W/ESB Program	12	2	2	2
	5. Contract Price	12	8	8	8
	Total Maximum Points	100	54	54	54.00