

**CITY OF NORTH MIAMI BEACH MEMORANDUM**

PROCUREMENT MANAGEMENT DEPARTMENT

TO: Arthur H. Sorey, III, City Manager

FROM: Phillip Ford, Chief Procurement Officer DS
PF

DATE: March 1, 2023

RE: RFP-23-001-PF Insurance Brokerage Services for the City of North Miami Beach

BACKGROUND:

On behalf of the Human Resources Department, the Procurement Management Department issued RFP 23-001-PF Insurance Brokerage Services for the City of North Miami Beach (RFP). The purpose and intent of the RFP was to request proposals from qualified firm(s) to provide Insurance Brokerage Services for the City's Employee Benefits Program (Benefits Program). The successful Proposer herein after "Agent of Record" shall agree to advise the City on multiple funding arrangements including, but not limited to, fully insured, minimum premium, and self-insured programs. The Agent of Record will be expected to assess cost effectiveness of such programs, offer alternatives for evaluation, and recommend changes that are in the best interest of the City. The Agent of Record will also advise on current trends, market conditions/changes and innovative programs that may be of interest to and benefit the City's Benefits Program.

The Agent of Record shall solicit via request for proposals and receive insurance proposals and perform analyses to determine which proposals offer the best combination of cost, services, and coverage. The Agent of Record's solicitation process shall comply with Section 112.08 Florida Statutes and the City's procurement codes and procedures for obtaining insurance coverages. In addition, the Agent of Record shall negotiate coverages, policy language, services, limits, retentions, and price with the proposed insurers and provide expertise in negotiations with insurers to obtain acceptable policy terms and conditions.

On January 9, 2023, the RFP was posted on the City's website and Bidsync, with electronic notification sent to over 8,600 suppliers.

On February 7, 2023, the City received proposals from three (3) Proposers: Baldwin Krystyn Sherman Partners LLC, Brown & Brown of Florida, Inc., and Foundation Risk Partners Corp.

The Procurement Management Department then conducted an administrative review of the submissions to determine responsiveness. The Evaluation Committee was provided the three responsive proposals, the established evaluation criteria, and other documentation to assist in their evaluation of proposals.

The Evaluation Committee was comprised of the Interim Director of Human Resources, the Senior Advisor / Emergency Manager, and the HR Administrator.

On March 1, 2023, at a publicly advertised meeting, the Evaluation Committee met to evaluate and score the Proposals. After discussions, the committee completed its evaluation and scoring, which resulted in the ranking as follows:

RANKING	PROPOSER	ACCUMALATIVE SCORE	SCORE AVERAGE
1st	Foundation Risk Partners, Corp.	251	83.66
2nd	Brown & Brown of Florida, Inc.	220	73.33
3rd	Baldwin Krystyn Sherman Partners LLC	195	65

FUNDING IMPACT / FISCAL SOURCE

The requested allocation for this project is \$82,000 and funding has been approved in Account #030310-513347

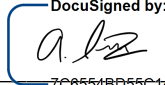
RECOMMENDATION:

The three (3) member Evaluation Committee recommends your approval of the ranking as listed above and further authorize staff to seek approval from the City Commission to negotiate and execute an agreement with the 1st ranked Proposer, Foundation Risk Partners, Corp. and should the negotiations reach an impasse then negotiate with 2nd ranked.

CONTACT PERSONS:

Andrew Bejel, Interim Director of Human Resources

Approved and may be placed on the next Commission Meeting Agenda.

By:  3/2/2023
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Arthur H. Sorey, III, City Manager