

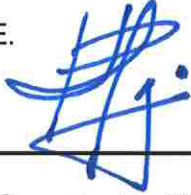
CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: July 7, 2020

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFP 2019-041 Risk Management &
Insurance Brokerage Services

At the August 25, 2020 City Commission Meeting an award recommendation for RFP 2019-041 Risk Management & Insurance Brokerage Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Procurement Officer to award the RFP and authorize negotiations with Arthur J. Gallagher Risk Management Services, Inc., the highest ranked responsive and responsible proposer, for Risk Management & Insurance Brokerage Services, RFP 2019-041.
- 2) Should negotiations fail with the top-ranked proposer, negotiations may commence with the next highest ranked responsive-responsible proposer McGriff, Seibels & Williams, Inc., if determined to be in the best interest of the city, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On February 13, 2020, the Procurement Division of Finance formally advertised, issued, and distributed Risk Management & Insurance Brokerage Services, Request for Proposals (RFP) 2019-041. Sixteen (16) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On March 11, 2020, five (5) firms submitted proposals in response to the RFP: Arthur J. Gallagher Risk Management Services, Inc.; CIC Hotaling Insurance Services, dba Hotaling Insurance Services; Foundation Risk Partners Corp. dba Halifax-Acentria Public Risk ; Gil, Garden, Avetrani Insurance Group, LLC; and McGriff, Seibels & Williams, Inc.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP. During the review, it was determined that the following proposers would be deemed non-responsive and would receive no further consideration for award : Foundation Risk Partners, Corp., dba Halifax-Acentria Public Risk (proposer failed to meet the minimum qualifications for the RFP); CIC Hotaling Insurance Services dba Hotaling Insurance Services (proposer failed to meet the minimum qualifications for this RFP) and Gil, Garden, Avetrani Insurance Group, LLC (proposer failed to submit the required forms and information to determine responsiveness).

On May 22, 2020, the Evaluation Committee convened to evaluate the two (2) responsive and responsible proposals and ranked the firms in the following order of preference: Arthur J.

Gallagher Risk Management Services, Inc.,(top-ranked) and McGriff, Seibels & Williams, Inc. (second ranked). The Evaluation Committee determined that The Arthur J. Gallagher Risk Management Services, Inc., was the highest ranked responsive-responsible proposer.

The Evaluation Committee further recommended that should negotiations fail with Arthur J. Gallagher Risk Management Services, Inc. negotiations could be conducted with the next ranked firm McGriff, Seibels & Williams, Inc.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Miriam Soler Ramos, Esq., City Attorney

Billy Y. Urquia, City Clerk

Eduardo Santamaria, Assistant City Manager

Karla V. Green, Director, Human Resources

Maria Milian, Assistant Director, Human Resources

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Finance Assistant Director for Procurement