



ITEM SUMMARY

MEETING DATE: April 15, 2024

FROM: Monica Powery, Director of Purchasing

SUBJECT: Award of RFP No. 24-010 Insurance Brokerage Services

BACKGROUND

The City of Greenacres desires to hire an experienced and qualified firm to provide Insurance Brokerage Services for the City's Employee Benefit Plans and General Property, Casualty/Workers' Compensation and Automobile Insurance. The RFP was advertised by the City's Purchasing Department on January 21, 2024.

ANALYSIS

The proposals were opened February 21, 2024 with two (2) proposers responding. The attached tabulation sheet summarized the responses received. The Selection Committee was comprised of the following City personnel: Director of Human Resources and Risk Management, Director of Communications, and the City Fire Chief.

The Selection Committee meeting was held on March 6, 2024 to discuss evaluations, determine if further discussions/presentations were desired, rank and award proposers. The committee determined that further discussions and presentations were not necessary. The committee ranked RSC Insurance Brokerage, Inc. including its division, Gehring Group as the highest ranked firm. The attached tabulation sheets summarizes the committee's final ranking.

FINANCIAL INFORMATION

Funds will be expensed as needed throughout the Fiscal Year. Sufficient funds are budgeted in the Human Resources and Risk Management Department.

LEGAL

The recommendation for award is in accordance with the requirements of City policies and procedures.

STAFF RECOMMENDATION

Approval of Resolution No. 2024-16 authorizing execution of a one-year agreement with the option for four (4) additional one-year renewals for RFP No. 24-010 Insurance Brokerage Services to RSC Insurance Brokerage, Inc.