

AGENDA BILL**Beaverton City Council
Beaverton, Oregon****SUBJECT:** Contract Award – Insurance Agent of
Record Services**FOR AGENDA OF:** 10-06-20 **BILL NO:** 20253**MAYOR'S APPROVAL:** Denny Doyle**DEPARTMENT OF ORIGIN:** City Attorney Grace Wong**DATE SUBMITTED:** 09-11-20

CLEARANCES:	Mayor's Office	<u>AE</u>
	Finance	<u>PO</u>
	Purchasing	<u>TM</u>
	Risk Mgmt.	<u>BS</u>

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)**EXHIBITS:** None**BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$56,803	BUDGETED \$56,000	REQUIRED \$56,803

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, authorizes the award of a contract in an amount of \$56,803, renewable annually for up to four additional one-year terms to Brown and Brown Northwest Insurance to serve as the City's Agent of Record. The initial expenditure amount is for FY 2020-21. The contract provides for a three percent increase in fees after each renewal term.

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 risk management consulting services include, but are not limited to, contract review, loss control services, loss forecasting, business needs assessments, and other services as requested. Brown and Brown Northwest has served as the City's Agent of Record since 2015.

INFORMATION FOR CONSIDERATION:

A Request for Proposal (RFP) for Agent of Record was advertised in the Daily Journal of Commerce on July 15, 2020. The City received two proposals (Brown and Brown Northwest and Propel Insurance, all located in Portland, Oregon), which staff opened in August 2020. Three staff members evaluated the proposals based on criteria that included knowledge, experience and qualification, project approach and understanding, experience and references, Beaverton Equity Procurement Program and contract price. After reviewing the two proposals, staff determined that Brown and Brown Northwest's proposal best meets the evaluation criteria on the evaluation and scoring matrix shown below.

RFP Insurance Agent of Record Risk Management Services Solicitation #3702-21B								
Evaluation Committee Score Sheet								
Company Name	Evaluation Factor	Total Possible	Evaluator 1	Evaluator 2	Evaluator 3	TOTAL	AVERAGE	Overall Position
Brown & Brown Northwest								
	1. Knowledge, Experience, & Qualifications	28	28	28	28	84	28	1
	2. Project Approach & Understanding	20	20	20	15	55	18.33	
	3. Relevant Experience & References	28	28	28	28	84	28	
	4. Beaverton Equity Procurement Program	12	0.5	0.5	0.5	1.5	0.5	
	5. Contract Price	12	10	8	9	27	9	
	Total Maximum Points	100	86.5	84.5	80.5	251.5	83.83	
Propel Insurance								
	1. Knowledge, Experience, & Qualifications	28	25	28	21	74	24.66	2
	2. Project Approach & Understanding	20	18	18	20	56	18.66	
	3. Relevant Experience & References	28	23	25	21	69	23	
	4. Beaverton Equity Procurement Program	12	0.5	0.5	0.5	1.5	0.5	
	5. Contract Price	12	12	11	12	35	11.66	
	Total Maximum Points	100	78.5	82.5	74.5	235.5	78.5	