MEMORANDUM

May 24, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Twane Duckworth, Chief
Risk Management Division

Ann Willis, Property & Casualty Compliance Administrator
Risk Management Division

Subject: **Certification Letter for P-36-19 Property Insurance Broker Services**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services:
   To select a Broker to place insurance coverage for the City's Property insurance and to provide other property related services.

3. The estimated period of time needed for the service or study:
   This service is required on an ongoing as renewed by annual contract.
4. The estimated cost of the service or study:
   Approximately $5,000,000.00 annualy.
5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

Yes, this duplicates prior and existing services which are expiring.

6. List of current contracts or prior services or studies which are related to the proposed study or service. Our current contract # for Property Broker Services

7. A statement as to why the service/study cannot be done by department or agency staff:
   Commercial Property Insurance policies can only be obtained through an insurance broker.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members
   Twane Duckworth – 255-5310
   Ann Willis – 255-5314
9. A project funding account number:
   AFRM581MI

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.
    Monica Digon at AON monica.digon@aon.com
    Ted Young at Alliant Ted.Young@alliant.com
    Judy Arenz at Arthur J Gallagher Judy_Arenz@ajg.com
    Brenda Lewis-Lipscomb at Brown & Brown – Jacksonville blewis@bbjax.com
    Fitz Powell at Cecil W Powell fpowel@CWPowellins.com

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018.

_____ _Chief of Risk Management_____
TITLE

_____ P&C Compliance Administrator _____
TITLE