ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **July 30, 2018**

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Twane Duckworth, Chief**
Finance and Administration Department/Risk Management Division

Ann Willis, Property & Casualty Compliance Administrator
Finance and Administration Department/Risk Management Division

Subject: **Certification Letter for P-43-18 Casualty 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: Is to provide for a professional insurance services broker to place coverage for the City's Casualty insurance policies.

3. The estimated period of time needed for the service or study: Ongoing; RFP is for consultant to begin immediately to obtain coverage for FY19 with four (4) one-year renewal options.

4. The estimated cost of the service or study: $1.8 million annually.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: This will not be a duplication of service.

6. List of current contracts or prior services or studies which are related to the proposed study or service. RFP P-28-13 which is expiring; this will be a new RFP.

7. A statement as to why the service/study cannot be done by department or agency staff: This has to be conducted by an outside insurance broker with access to the insurance markets to obtain coverage for the City.

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 - 904-630-7208; Ann Willis - 904-630-7891

9. A project funding account number: AFRM581MI - 4521; 4524, 4525, 4528, 4543, 4564

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

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 March, 2017

Twane Duckworth Chief of Risk Mgmt
TITLE - Chief of Risk Management

Ann Willis Casualty Compliance Administrator
TITLE Property/Casualty Contpl. Ad.