FINANCE DIVISION

Jacksonville

Where Florida Begins.

MEMORANDUM

September 23, 2016

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Twane Duckworth, Chief of Risk Management
Ann Willis, Property and Casualty Administrator

RE: P-52-16 – Crime Insurance
Subcommittee Report

The subcommittee received one (1) proposal for the **Crime Insurance** and found it to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). The proposal was evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP.

Based on the above, the following firm was determined to be qualified to perform the required services:

1) **Brown and Brown, Inc.**

The subcommittee recommends the above is forwarded to the Mayor for final selection.

Attachment(s) Scoring Matrix

Evaluation Matrix

EVALUATION SCALE

1----------10

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. **P-52-16** Average

PROJECT TITLE: **Crime Insurance**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	TIME & BUDGET	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
TOTAL POINTS ASSESSEI	10	10	10	10	10	10	10	10	10	10	**100**
Brown & Brown, Inc.	9.5	9.5	10.0	9.0	9.0	10.0	5.5	9.5	9.0	1.5	**83**