PROCUREMENT DIVISION

Jacksonville

Where Florida Begins.

MEMORANDUM

Date: September 20, 2016

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

From: Ann Willis Property & Casualty Compliance Administrator
Office of Risk Management

Twane Duckworth, Chief
Office of Risk Management

Subject: **Review of RFP Submittal for P-52-16 Crime Insurance Coverage**

The Office of Risk Management received only one (1) proposal for the **Crime Insurance Coverage** Request for Proposal(s)

Per Section 126.302(f) of the Procurement Code if:

"PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

The existing contract for the Crime policy will expire on 9/30/2016 and there are no extension provisions in the contract beyond this date.

Considering the foregoing information, staff requests the process that should be followed in order to ensure the continued services by evaluating the proposal submitted by Brown & Brown.