

**PUBLIC NOTICE**  
**"REVISED" AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, September 20, 2018, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman  
 Patrick Greive, Treasury  
 Jeff Close, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Twane Duckworth Ann Willis	P-43-18	Subcommittee Report Casualty Broker Services Finance & Administration Department/Risk Management Division	It is the consensus of the committee that of the four (4) companies/firms submitting proposals/responses all were found to be responsive, interested, qualified and available to provide the services required by the by the RFP. The ranking of first, second and third designates the order of qualification of these companies/firms to perform the required services and alphabetically they are: 3) AON Risk Services, Inc., of Florida 2) Arthur J. Gallagher Risk Management Services, Inc. 1) Brown & Brown of Florida, Inc. We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Brown &amp; Brown of Florida, Inc.</u> , The number one ranked company/firm.		
Twane Duckworth Bibinia Centeno	P-42-18	Approval to Proceed with Evaluation of the Proposal Received. Workers Compensation and Casualty Claims Review Finance & Administration Department/Risk Management Division	That the committee approves proceeding with the evaluation of the one proposal received in accordance with Section 126.302 (f) of the Procurement Code.		

MEETING ADJOURNED:

cc: Council Auditor  
 Subcommittee Members

## MEMORANDUM

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

**FROM:** Twane Duckworth, Chief Risk Management  
Ann Willis, Property & Casualty Compliance Administrator 

**RE:** P-43-18 Casualty Broker Services

**DATE:** September 17, 2018

---

The subcommittee received four (4) proposals for the City of Jacksonville Casualty Broker Services and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second and third, designates the qualification of these firms to perform the required services:

- 1) Brown & Brown of Florida, Inc.
- 2) Arthur J. Gallagher Risk Management Services, Inc.
- 3) AON Risk Services, Inc. of Florida

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request PSEC allow negotiations with the highest ranked firm.

Attachment(s): Scoring Matrix





ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Division of Insurance and Risk Management  
117 West Duval Street  
Suite 335  
Jacksonville, FL 32202  
(904) 630-7521  
www.coj.net

## MEMORANDUM

**Date:** September 10, 2018

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

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

Bibinia Centeno, Manager, Finance & Administrative  
Finance and Administration Department/Risk Management Division

**Subject:** Review of RFP Submittal for P-42-18 Workers Compensation and Casualty Claims Review

---

The Risk Management Division received only one proposal for the RFP solicitation for the Workers Compensation and Casualty Claims Review (P-42-18).

**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 WC and Casualty Claims Review Services will expire on September 30, 2018 and there are no extension provisions in the contract beyond this date.

Considering the foregoing information, staff request that the process should be followed in order to ensure the continued services by evaluating the only proposal received.