



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.21.

7/11/2023

### Subject:

Permission to issue Request for Proposals (RFP) for Property & Casualty Insurance Broker Services

### Fiscal Impact:

Broker services are the cornerstone for development and maintenance of the successful insurance program covering the Brevard County BOCC and those Charter Offices electing to participate in the Board's property and casualty insurance program. The annual fee under the current contract for property and casualty insurance brokerage services is \$75,000. The requested RFP will provide a competitive selection process for those services.

### Dept/Office:

Human Resources

### Requested Action:

It is requested that the Board of County Commissioners:

1. Authorize the Office of Human Resources / Risk Management to develop and release for advertisement a Request for Proposals from established companies for Property & Casualty Insurance Broker Services necessary for the continued operation of the Board's property and casualty insurance program.
2. Approve the Selection and Negotiating Committee consisting of the Human Resources Deputy Director, Risk Manager, and Budget Director; and authorize the County Manager to substitute selection and negotiating committee members if necessary.
3. Authorize the Human Resources Director to execute all resulting contracts upon approval by the County Attorney's Office and Risk Management.

### Summary Explanation and Background:

The County's current property & casualty insurance brokerage firm, Public Risk Insurance Agency (PRIA), has been under contract to Brevard County since June 2019. In an effort to ensure that the County continues to receive the best possible service at a competitive market price, the Office of Human Resources/ Risk Management intends to solicit proposals for property & casualty insurance brokerages services and negotiate a new contract for those services. The scope of property & casualty insurance brokerage services required by the Board of County Commissioners and the various Charter Offices that participate in the Board's property & casualty insurance program includes:

- Providing expert insurance consultation and assistance
- Identifying needs and creating solutions to address those needs in all areas of risk management for a public sector entity
- Advising on appropriate program changes such as self-insured retention, deductible and risk

financing alternatives

- Insurance market analysis for all lines of insurance
- Placement of all lines of insurance coverage when requested by the County; including Aviation, Automobile Liability, General Liability, Public Officials & Employment Practices Liability, Crime, Property, Inland Marine, Flood, Pollution Liability, Workers' Compensation & Employers Liability, as well as specialty insurance, bonds or other coverage needs
- Placement of TPA (third-party administrator) claims services and appraisal services
- Providing RMIS (Risk Management Information Systems) support to assist the County in loss data management and analysis
- Providing operational efficiency, responsiveness and resourcefulness in support of all Brevard County Insurance and Risk Management operations

**Clerk to the Board Instructions:**

Please provide a copy of Clerk's Memo to Human Resources and Purchasing Services.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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July 12, 2023

**M E M O R A N D U M**

**TO:** Jerry Visco, Human Resources Director

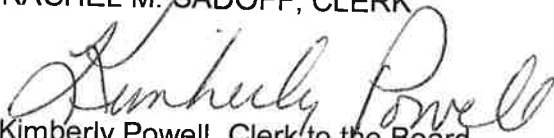
**RE:** Item F.21., Permission to Issue Request for Proposals (RFP) for Property and Casualty Insurance Broker Services

The Board of County Commissioners, in regular session on July 11, 2023, authorized the Human Resources/Risk Management Offices to develop and release for advertisement a RFP from established companies for property and casualty insurance broker services necessary for the continued operation of the Board's property and casualty insurance program; approved the Selection and Negotiating Committee consisting of the Human Resources Deputy Director, Risk Manager, and Budget Director; authorized the County Manager to substitute Selection and Negotiating Committee members if necessary; and authorized the Human Resources Director to execute all resulting contracts upon approval by the County Attorney's Office and Risk Management.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/sm

cc: County Attorney  
County Manager  
Purchasing Services  
Finance  
Budget