



**AGENDA REPORT**  
**February 12, 2019**

**Request Permission to Issue an RFP for Property & Casualty Insurance  
Broker Services**

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**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 Director, Risk Manager, Central Services Interim Director, and the Public Safety Director;
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 2014. 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

**ATTACHMENTS:**

**Description**

No Attachments Available



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February 13, 2019

**MEMORANDUM**

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

**RE:** Item F.18., Request Permission to Issue an Request for Proposal for Property and Casualty Insurance Broker Services

The Board of County Commissioners, in regular session on February 12, 2019, authorized the Office of Human Resources/Risk Management 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 Selection and Negotiating Committee consisting of you, Risk Manager, Central Services Interim Director, and Public Safety Director; and authorized you 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  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

cc: Committee Members