



CITY OF ORLANDO

March 6, 2015

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Brian Ferrier, Senior Purchasing Agent

SUBJECT: RFP15-0154, Insurance Broker Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of March 2, 2015.

Approved:

A handwritten signature in black ink, appearing to read "David Billingsley", written over a horizontal line.

David Billingsley, CPSM, C.P.M.
Chief Procurement Officer

PROCUREMENT AND CONTRACTS DIVISION

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FIRST ADVISORY COMMITTEE MEETING AGENDA
RFP15-0154
INSURANCE BROKER SERVICES
MONDAY, MARCH 2, 2015, 10:45 A.M.
ORLANDO CITY HALL, BARRACUDA CONFERENCE ROOM, FOURTH FLOOR
400 SOUTH ORANGE AVENUE, ORLANDO, FL 32801

First Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0154.

Committee Members Present:

Karen Zito, Risk Management Division, Claims Supervisor (Chair)
Brian Battles, Office of Business & Financial Services, Deputy CFO
Alana Brenner, City Clerk
Christopher McCullion, Office of Business & Financial Services, Deputy CFO
Laurie Botts, Real Estate Division, Real Estate Division Manager

Other Staff Present:

Brian Ferrier, Senior Purchasing Agent
Dawn Chin Shue, Contract Compliance Investigator III
Raymond Scullian, Risk Division Manager

Others Present:

None.

Discussion and Motions:

Brian Ferrier took the following actions:

- 1) Introduced himself.
- 2) Advised the Advisory Committee the meeting would be recorded.
- 3) Announced the date, time and purpose of the Committee meeting.
- 4) Announced this Committee meeting was publicly posted more than 48 hours in advance.
- 5) Asked all attendees to sign the sign-in sheet.

Karen Zito took the following actions:

- 1) Introduced herself as chairperson for the Proposal Selection Committee.
- 2) Called the meeting to order at 11:10 a.m.
- 3) Advised the Committee that a quorum is established.
- 4) Asked all Committee members and others introduced themselves.
- 5) Explained to the Committee an overview of Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings.
- 6) Turned meeting over to Procurement & Contracts Division representative.

Brian Ferrier took the following actions:

- 1) Announced all attendees signed the sign-in sheet.
- 2) Announced that the meeting was publicly posted more than 48 hours in advance.
- 3) Briefly discussed City Policy & Procedure 121.1 – Organization & Policy / Meetings, City Policy & Procedure 133.1

- 4) Explained to the Committee an overview of Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings. Advised Committee Members must keep proposals confidential and protected for 30 days after opening.
- 5) Advised the Committee that their proposal copies are to be returned once the Committee adjourns the final Committee meeting. Any marks, comments, etc. on the proposal copies will become public record.
- 6) Advised all discussion in Committee Meetings must be factual and information based on submittals.
- 7) Presented the Committee with an overview of the rules of Committee.
- 8) Advised the Committee that the proposals were verified to be in compliance with minimum mandatory qualifications.
- 9) Advised the Committee to evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation.
- 10) Advised the Committee will follow Robert's Rules of Order during the meeting.
- 11) He announced that Procurement had completed reference checks. He reported all references were satisfactory and available for review.
- 12) Advised that Proposer presentations would not be required.
- 13) Announced the names of the Proposers.
 - a. Arthur J. Gallagher
 - b. Brown & Brown of Florida, Inc
- 14) Turned the meeting over to the Committee Chair.

Karen Zito introduced Dawn Chin Shue and asked her to present the M/WBE Participation.

Dawn Chin Shue took the following actions:

- 1) Reported to the committee a recap of M/WBE participation and City goals.
- 2) Indicated Proposals which included a MWBE Participation Plan. (Attached is the MWBE Participation Summary)
- 3) Answered Committee members question regarding MWBE.

Brief discussion – No Proposers had Veteran participation in their submittals.

Karen Zito:

- 1) Asked for discussion and motions.
- 2) Asked if the Committee is ready to rank the Proposals

Discussion ensued regarding the proposals. The committee asked Raymond Scullian to present Risk Management technical expertise regarding Insurance Broker Services.

Discussion ensued regarding the evaluation process. Each voting Committee Member completes scoring sheet individually. Scoring must be based on proposal submitted, not potential services or products not originally covered in proposal. Any negotiations will only be for items such as terms and contract language, not additions or modifications of the proposal. Results will be totaled by Procurement and presented to the Committee.

A motion was made by Laurie Botts, seconded by Christopher McCullion, to start the scoring process. There was no discussion and the motion passed.

Brian Ferrier distributed the scoring sheet to each voting member to individually score and rank each proposer. Results were tabulated on a ranking form by Brian Ferrier. The ranking is as follows (ranking tally and scoring sheets are attached):

<u>Rank</u>	<u>Firm</u>
1	Brown & Brown of Florida, Inc.
2	Arthur J. Gallagher

A motion was made by Christopher McCullion and seconded by Alana Brenner accept ranking and evaluations of the Proposals and recommend to City Council to authorize the Chief Procurement Officer to negotiate a contract with the Proposers in the ranked order until successful with two (2) Proposers in the ranked order until successful. Discussion ensued. Motion passed.

Brian Ferrier reminded the Committee that all the rules are still in place until contracts are signed and that all proposal and evaluation materials will be collected after the meeting is adjourned

Karen Zito adjourned the meeting at 11:40 a.m.

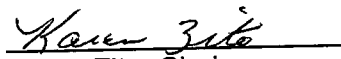
These minutes are considered to be the official minutes of the RFP15-0154 Advisory Committee Meeting held on Monday, March 2, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Brian Ferrier, CPPO
Senior Purchasing Agent

Reviewed and Accepted by:



Karen Zito, Chair
Risk Management Division Claims Supervisor

RFP15-0154 Insurance Broker Services
Advisory Committee Ranking

PROPOSER	Karen Zito, Chairman	Brian Battles	Alana Brenner	Christopher McCullion	Laurie Botts	Total	Ranking
Arthur Gallagher	1	2	2	1	2	8	2
Brown & Brown	2	1	1	2	1	7	1

3/2/2015

RFP15-0154 Insurance Broker Services
Scoring Sheet

Committee Member: Brian Battles
(Print Name)

Committee Member Signature: B. Battles

Date: 3/2/15

The Advisory Committee will evaluate and score the Respondents based upon the following Evaluation Criteria.

RATING FACTORS	MAXIMUM POINTS	Brown & Brown of Florida, Inc.	Arthur J. Gallagher					
A. Operating Plan	29	29	29					
B. Assigned Management Team Experience	24	24	22					
C. Experience of Proposer, Including but not Limited to Comparable Experience	20	20	20					
D. Price Proposal	20	20	18					
E. Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	1					
F. Veteran Business Enterprises participation in subcontracts.	2	0	0					
TOTAL SCORE	100	93	90					
RANKING		1	2					

Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

RFP15-0154 Insurance Broker Services
Scoring Sheet

Committee Member: KAREN ZITO
(Print Name)

Committee Member Signature: Karen Zito Date: 3/2/15

The Advisory Committee will evaluate and score the Respondents based upon the following Evaluation Criteria.

RATING FACTORS	MAXIMUM POINTS	Brown & Brown of Florida, Inc.	Arthur J. Gallagher					
A. Operating Plan	29	29 27 +	29 27 +					
B. Assigned Management Team Experience	24	24 22 2	24 22 +					
C. Experience of Proposer, Including but not Limited to Comparable Experience	20	20 20 2	20 20 1					
D. Price Proposal	20	20 20 1	20 20 2					
E. Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	4 4 +					
F. Veteran Business Enterprises participation in subcontracts.	2	0	0					
TOTAL SCORE	100	93 42	97 42					
RANKING		2	1					

Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

RFP15-0154 Insurance Broker Services

Scoring Sheet

Committee Member: Alana Brenner
(Print Name)

Committee Member Signature: Alana Brenner

Date: 3.2.15

The Advisory Committee will evaluate and score the Respondents based upon the following Evaluation Criteria.

RATING FACTORS	MAXIMUM POINTS	Brown & Brown of Florida, Inc.	Arthur J. Gallagher					
A. Operating Plan	29	29	29					
B. Assigned Management Team Experience	24	24	23					
C. Experience of Proposer, Including but not Limited to Comparable Experience	20	20	20					
D. Price Proposal	20	20	19					
E. Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	1					
F. Veteran Business Enterprises participation in subcontracts.	2	0	0					
TOTAL SCORE	100	93	92					
RANKING		1	2					

Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

RFP15-0154 Insurance Broker Services
Scoring Sheet

Committee Member: Laure Bette
(Print Name)

Committee Member Signature: Laure Bette

Date: 3/2/15

The Advisory Committee will evaluate and score the Respondents based upon the following Evaluation Criteria.

RATING FACTORS	MAXIMUM POINTS	Brown & Brown of Florida, Inc.	Arthur J. Gallagher					
A. Operating Plan	29	29	29					
B. Assigned Management Team Experience	24	24	20					
C. Experience of Proposer, Including but not Limited to Comparable Experience	20	20	19					
D. Price Proposal	20	20	20					
E. Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	2					
F. Veteran Business Enterprises participation in subcontracts.	2	0	0					
TOTAL SCORE	100	93	90					
RANKING		1	2					

Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

RFP15-0154 Insurance Broker Services
Scoring Sheet

Committee Member: CHRIS McCULLION
(Print Name)

Committee Member Signature: 

Date: 3/2/2015

The Advisory Committee will evaluate and score the Respondents based upon the following Evaluation Criteria.

RATING FACTORS	MAXIMUM POINTS	Brown & Brown of Florida, Inc.	Arthur J. Gallagher					
A. Operating Plan	29	29	29					
B. Assigned Management Team Experience	24	24	24					
C. Experience of Proposer, Including but not Limited to Comparable Experience	20	20	20					
D. Price Proposal	20	20	19					
E. Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	2					
F. Veteran Business Enterprises participation in subcontracts.	2	0	0					
TOTAL SCORE	100	93	94					
RANKING		2	1					

Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

MINORITY BUSINESS ENTERPRISE

PROJECT: Insurance Broker Services RFP15-0154

MBE GOAL: 18% WBE GOAL: 6%
PURCHASING AGENT: Brian Ferrier
DATE: 3/2/2015

The following are 2 the firms that submitted RFP

1) Arthur J. Gallagher & Co.

Subconsultants	MBE/WBE	%	Scope of Work
P.A. Wallace & Associates	MBE	2.5%	Attend meetings, update schedules as needed, assist in loss control services
TOTAL MBE PARTICIPATION		2.5%	
P.A. Wallace & Associates	WBE	2.5%	Review policies for accuracy, loss run summaries, other duties that may arise
TOTAL WBE PARTICIPATION		2.5%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

Listed the same MWBE Firm for both goals. Can only apply to one goal with combined Total of 5%.

2) Brown & Brown

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		0%	

Remarks: MWBE PARTICIPATION PLAN NOT SUBMITTED

*** This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**