



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 3

**Agenda Date:** November 8, 2021

**In Control:** San Antonio Early Childhood Education Municipal Development Corporation Meeting

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**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Dr. Sarah Baray

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Insurance Brokerage Services Contract Award

**SUMMARY:**

This item requests Board action to approve a contract with McGriff Insurance Services, Inc. to provide Insurance Brokerage Services for the Pre-K 4 SA program for a term of three years with an option to renew for two, one year terms in an amount not to exceed \$109,000.00.

**BACKGROUND INFORMATION:**

Pre-K 4 SA solicits professional services from an Insurance Broker of Record vendor to advise the Corporation concerning its comprehensive risk management strategy, continuing evaluation of the Corporation's efforts to minimize necessary risks, and to maximize transfer of risks where possible. The Corporation requested Risk Management Consulting Services to act as a "Broker of Record" to market and place the Corporation's Workers' Compensation/Employers Liability,

Directors and Officers, General Liability, Abuse & Molestation Liability, Automobile Liability, Errors & Omissions, Program Consultants, Excess Umbrella Liability coverage, Employment Practices Liability including Third Party Liability, Crime, including Third Party Crime Coverage, Crisis Response Coverage, Accident Death & Dismemberment, and Special Crime including Child Abduction coverage.

Pre-K 4 SA worked in coordination with the City's Finance Department, Purchasing Division (Purchasing) to develop a Request for Proposals (RFP) to meet the needs of the program. The City issued a Request for Proposal for "Insurance Brokerage Services" on June 4, 2021, with a submission deadline of July 6, 2021. Two proposals were received.

A selection committee comprised of representatives from the Pre-K 4 SA Department and Risk Management evaluated and scored the firms based on the following criteria: Experience, Background, and Qualifications; Proposed Plan; Price Schedule; Small Business Economic Development Advocacy Program, Local Preference Program, and the Veteran Preference Program. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The selection committee recommended, McGriff Insurance Services, Inc. to provide Insurance Brokerage Services for the Corporation.

The initial term of the agreement begins upon award of the contract by the Board and shall be for a period of three year. At Corporation's option, this contract may be renewed for two additional, one-year periods and shall be authorized by this action.

The Goal Setting Committee applied the Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, McGriff Insurance Services, Inc. was not eligible to receive any preference points.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm was not a veteran-owned small business.

#### **ISSUE:**

Pre-K 4 SA staff requests Board action authorizing acceptance of a contract with with McGriff Insurance Services, Inc. to provide Insurance Brokerage Services for the Pre-K 4 SA program for a term of three years with an option to renew for two, one year terms in an amount not to exceed \$109,000.00.

#### **FISCAL IMPACT:**

This item requests Board action to approve a contract with McGriff Insurance Services, Inc. to provide Insurance Brokerage Services for the Pre-K 4 SA program for a term of three years with an option to renew for two, one year terms in an amount not to exceed \$109,000.00.

Funds are budgeted and available within the FY 2022 Pre-K 4 SA Operating Fund. Future contract year funds are contingent upon approval of the annual operating budget by the Corporation's Board of Directors.

**ALTERNATIVES:**

Should this contract not be accepted, Pre-K 4 SA could attempt to market and place insurance coverage directly, and to assess and consider alternatives to its present program for risk transfer and management. This would require additional specialized and experienced personnel and associated staffing costs.

**RECOMMENDATION:**

Staff recommends the Board approve a contract with McGriff Insurance Services, Inc. to provide Insurance Brokerage Services for the Pre-K 4 SA program for a term of three years with an option to renew for two, one year terms in an amount not to exceed \$109,000.00.

This contract is procured by means of Request for Proposals and the Discretionary Contracts Disclosure Form is attached.