

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

98-475

AGENDA:

SYNOPSIS —

OCTOBER 19, 1998

On June 22, 1998, the City Council directed the Finance Director to prepare a request for proposals (RFP) for the purpose of competitively procuring an insurance agent/broker of record for the City. Attached to the roll call is the RFP being proposed to comply with Council's directive.

SUBJECT:

**RFP FOR INSURANCE
AGENT/BROKER
SERVICES**

FISCAL IMPACT —

TYPE:

***RESOLUTION
ORDINANCE
RECEIVE/FILE***

Currently, the cost of the City's professional insurance agent/broker services are paid through commissions earned from insurance carriers. The commissions are included in the premiums paid by the City annually. Over the past two years, the City's premium for annual renewals has decreased \$114, 530. The premium approved for the FY 1998/99 annual renewal was \$588,546. This cost is budgeted for in the City's 1998/99 Operating Budget: Public Works pp. 16, 19, 23, 25; Engineering pp. 43, 50; Fire p.16; Aviation p. 13; and Nondepartmental p. 21.

SUBMITTED BY:

**KEVIN RIPER
FINANCE DIRECTOR**

RECOMMENDATION —

**Approval of Insurance Agent/Broker Services RFP
and Authorization to Proceed with Competitive
Procurement Process**

BACKGROUND —

On June 22, 1998, the City Council directed the Finance Director to prepare a request for proposals (RFP) for the purpose of competitively procuring an insurance

agent/broker of record for the City. The purpose of the RFP is to contract for professional insurance agent/broker services. These services include, but are not limited to: (1) evaluating the City's exposure to loss and advising on adequacy of coverage utilizing the City's current insurance program; (2) annually marketing and placing the City's insurance; and (3) issuing certificates of insurance and providing other day-to-day agent/broker services on insurance and risk management issues. The sources used to develop this RFP included models taken from the Public Risk and Insurance Management Association (PRIMA) and the Risk and Insurance Management Society (RIMS).

The following is the proposed timeline for completing this process:

Council Consideration of RFP	October 19, 1998
RFP Notice Published/Proposals Mailed	October 20, 1998
Questions for Clarification Due	November 2, 1998
Response to Questions Mailed	November 6, 1998
Proposals Due	November 13, 1998
Recommendation to City Council	December 14, 1998
Effective Date of Contract	January 1, 1999

Proposals will be reviewed by an RFP Evaluation Committee consisting of a City Solicitor from the Legal Department, the Assistant Aviation Director over Finance and Administration, the City Finance Director, and the Risk Management Coordinator. The evaluation criteria and their weighting will be as follows:

1. Scope of Services (ability to comply)	100 pts
2. Qualifications (agency/firm & account team)	150 pts

3. Overall Response to RFP	100 pts
4. Cost	200 pts
5. Incentives	50 pts
6. Format of Response	50 pts
Total Possible Points	650 pts

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