

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	March 21, 2016
	Agenda Item No.	31
	Roll Call No.	<u>16-479</u>
	Communication No.	<u>16-135</u>
	Submitted by:	Dan Ritter, Finance Director

AGENDA HEADING:

Exception to the Procurement Ordinance Competitive Request For Proposal (RFP) Process for good cause, and approving renewal amendment to Insurance Agent/Broker Services Contract with Jester Insurance Services, Inc.

SYNOPSIS:

Authorize a contract for insurance agent/broker services with Jester Insurance Services, Inc. for one (1) year

FISCAL IMPACT:

Amount: \$43,000 less commission (no change from prior years).

Funding Source: Tort Liability - G005, ND405645 page 92 of the budget document.

ADDITIONAL INFORMATION:

As a part of the budget plan for FY 2014, the Finance Department restructured the risk management function to achieve cost savings. Part of the plan was to have the City’s Insurance Agent/Broker take on more responsibilities as staff reductions occurred in the Finance Department.

The Finance Director has begun a review with departments and the current Insurance Agent/Broker to assess the restructuring and assess if any change in process, support services, or other aspects of the contract and risk management services is needed.

Since the current agent/broker provided assistance in developing past policies and programs, the renewal will allow input on how well the new structure is working compared to plan and if there are issues that need to be addressed related to special events, leases, and contracts as well as looking at what options can further be explored to improve programs and avoid injuries and claim losses.

The assessment may provide information resulting in a need to change current language in the RFP for broker services, or identify areas for specific services to be contracted, or training and other services needed. A new RFP would be developed and distributed in late winter to allow time for competitive bidding for FY 2018

PREVIOUS COUNCIL ACTION(S):

Date: May 18, 2015

Roll Call Number: [15-0837](#)

Action: [Exception](#) to the Procurement Ordinance Competitive RFP Process for good cause, and approving renewal amendment to Insurance Agent/Broker Services Contract with Jester Insurance Services, Inc. ([Council Communication No. 15-265](#)) Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

An RFP for insurance broker services will be issued in the Fall/Winter 2016/17.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.