



MEMORANDUM

July 30, 2019

To: Bill Atkins, Chief Financial Officer
From: JJ McQuade, Director of Purchasing
RE: Request for Proposal (RFP) 20-01 Property Insurance Coverage

This proposal was created to provide district wide property insurance. All vendors that are currently registered in the district's registration system were notified of the opportunity via email. In accordance with state law, a notice was published in *The Hart Beat* on July 1 and on July 8, 2019. All submittals were opened on July 23, 2019. The District received one (1) response which listed various options.

Evaluations were completed based on the criteria identified in the Request for Proposal, which required vendors to submit various documents as a part of their packet.

Vendor	Pricing
McGriff, Seibels & Williams, Inc. - AIG Lead - \$100MM Loss Limit - \$5MM WH	\$954,144

It is recommended that the Board of Trustees approve the ranking as presented in the attached documents and delegate the authority to the Superintendent or her designee to execute all contracts and related documents necessary to complete any related purchases.

This proposal is for a one (1) year period with the option to extend for three (3) additional one (1) year periods.

All board members, employees and agents involved in the planning, recommending, selecting or contracting of a vendor are reminded of the conflict of interest reporting requirements as mandated in Chapter 176 of the Local Government Code. A copy of Form CIS has been included as an additional attachment. In the event that a conflict exists, the form should be completed and submitted to the Purchasing Department not later than the 7th day after the conflict is identified. Once a recommendation to make the purchase was established, the prospective vendor was requested to complete a Texas Ethics Commission Form 1295. This requirement became effective on January 1, 2016 and is related to the passage of House Bill 1295 which is now incorporated into the Texas Government Code 2252.908. The form is attached and identifies all interested parties associated with the vendor as it relates to this procurement. Upon approval by the Board of Trustees and issuance of a district purchase order, the form will be posted on the Texas Ethics Commission's website as required by statute.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or other business relationship with vendor named in item 3

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.

RFP 20-01 Property Insurance Coverage



TABULATION SUMMARY

Vendor	AIG Lead - \$100MM Loss Limit - \$5MM WH	AIG Lead - \$100MM Loss Limit - \$10MM WH	Swiss Re Lead - \$100MM Loss Limit 3% WH	Swiss Re Lead - \$100MM Loss Limit 5% WH
1) Purchase Price (40 Points)	\$954,144	\$770,581	\$1,192,176	\$1,109,001
Point Value	32	40	26	28
2) Reputation of Vendor and Vendor's Goods or Services (00 Points)	0	0	0	0
3) Quality of Vendor's Goods or Services (20 Point)	20	20	20	20
4) Extent to which the Vendor's Goods or Services Meets the District's Needs (20 Points)	20	12	18	15
5) Vendor's Past Relationship with the District (5 Points)	5	5	5	5
6) Ability for the District to Comply With Rules Related to Historically Underutilized Businesses (0 Points)	0	0	0	0
7) Total Long-term Cost to the District to Acquire the Vendor's Goods or Services (10 Points)	9	6	4	3
8) Principal Place of Business (0 Points)	0	0	0	0
9) Other Relevant Factor: Quality and Completeness of Proposal (5 Points)	5	5	5	5
TOTAL	91	88	78	76
RANK	1	2	3	4

DEPARTMENT RECOMMENDATION

I have reviewed the submittals for this offering and recommend the following vendor(s) for award

McGriff, Seibels & Williams, Inc. - AIG Lead - \$100MM Loss Limit - \$5MM WH

William Atkins
CFO

JJ McQuade
Director of Purchasing

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Vendor	AIG Lead - \$100MM Loss Limit - \$5MM WH	AIG Lead - \$100MM Loss Limit - \$10MM WH	Swiss Re Lead - \$100MM Loss Limit 3% WH	Swiss Re Lead - \$100MM Loss Limit 5% WH
DETAILED SCORE CARD				
1) Purchase Price (40 Points)				
Proposed Pricing	\$954,144.00	\$770,581.00	\$1,192,176.00	\$1,109,001.00
The lowest price is given the maximum points as predetermined and stated in the proposal documents. The following formula is then applied to all subsequent pricing. Divide the lowest offer by the amount of the current proposer's offer. Multiply the result by the maximum number of points available. The sum is the number of points awarded to the current proposer in this category. This score is assigned by the Purchasing Department.	32	40	26	28
2) Reputation of Vendor and Vendor's Goods or Services (00 Points)				
Do we value the quality of the references provided? Are they applicable to our organization? Begin with the maximum number of points available and deduct where necessary in a fair and equitable manner.	0	0	0	0
3) Quality of Vendor's Goods or Services (20 Point)				
What do the references and your previous experiences indicate about the quality of the goods and/or services provided by the firm? District staff with personal experience working with specific goods and/or services may also be considered. All vendors should be given the benefit of the doubt. The maximum points should be awarded with fair and equitable deductions for negative information.	20	20	20	20
4) Extent to which the Vendor's Goods or Services Meets the District's Needs (20 Points)				
Did the vendor indicate that they could deliver the goods/services needed within the required timeframes? Will the proposed goods and/or services meet the minimum needs of the District? The maximum points should be	20	12	18	15
5) Vendor's Past Relationship with the District (5 Points)				
vendors. This amount can range from 0 to the total point assigned to this category. From that established medium, points may be added or subtracted based on the previous experience (s) with the District. If they have not previously done business with the District, they must be given the benefit of the doubt.	5	5	5	5
6) Ability for the District to Comply With Rules Related to Historically Underutilized Businesses (0 Points)				
There are no mandates for additional consideration in this category.	0	0	0	0
7) Total Long-term Cost to the District to Acquire the Vendor's Goods or Services (10 Points)				
Is there value added? What is the life expectancy? Will maintenance costs be lower or higher compared to other offerings? Attempt to identify the total cost of ownership over the lifecycle of the product. Each vendor should start with half of the point value possible in this category. Adjustments up or down should be made based on merit in a fair and equitable manner.	9	6	4	3
8) Principal Place of Business (0 Points)				
All points are awarded if the vendor has its principal place of business within Texas or employs over 500 people within Texas. This criterion may not be considered for the contracting of goods/services related to telecommunications and information services, building construction and maintenance or instructional materials. This score is assigned by the Purchasing Department.	0	0	0	0
9) Other Relevant Factor: Quality and Completeness of Proposal (5 Points)				
All vendors begin with maximum number of point available with fair and reasonable deductions for non-compliance with proposal instructions. The intent is to penalize vendors that do not follow instructions without unnecessarily disqualifying them from further consideration for minor infractions. This score is assigned by the Purchasing Department.	5	5	5	5
TOTAL	91	88	78	76
RANK	1	2	3	4