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September 13, 2019

SENT VIA EMAIL

Ms. Beth Martin
Risk Manager
Indian River County Board of County Commissioners
1800 27th Street
Vero Beach, FL 32960

Subject: Siver Insurance Consultants
Consulting Services Proposal & Project Description

Dear Ms. Martin:

Pursuant to your recent request, Siver Insurance Consultants (Siver) is pleased to provide this proposal for insurance consulting services to Indian River County (the County).

SCOPE OF SERVICES

As we understand it, the County is seeking an independent insurance consultant to assist with the marketing of its property and casualty insurance program. Specifically, we are proposing that the project would entail the following tasks:

Request for Qualifications (RFQ) Process (Agent/Broker Selection)

- A. To prepare a Request for Qualifications (RFQ) and submission forms to select two (or more) insurance agents/firms to be assigned insurance markets who would submit insurance proposals for the County's consideration.
- B. To review RFQ responses and to summarize and verify/clarify them, as necessary.
- C. To meet with the evaluation committee on choosing RFQ finalists for in-person interviews.
- D. To conduct RFQ finalist interviews, followed by the selection committee's final ranking and final choice of persons/firms.

SIVER INSURANCE CONSULTANTS

Ms. Beth Martin
September 13, 2019
Page 2

- E. To coordinate with staff on insurance market assignments for the RFQ finalists to contact for submission of insurance proposals.

Requests for Proposals (RFP) Process (Insurance Coverage Proposals)

- A. To prepare a Request for Proposals (RFP) for the County's property and casualty insurance to be given to persons/firms chosen in the RFQ process. The RFP will include property, boiler and machinery, crime, general liability, automobile liability and physical damage, workers' compensation and employer's liability and public officials' liability. The RFP will not include claims administration services for the coverages proposed with self-insured retentions.

We will want to discuss any other miscellaneous coverages handled as part of the current broker agreement and decide if they should be included in the marketing process or if they should be awarded to the new agent if a change is recommended.

- B. To develop a proposal summary format for interested proposers to respond in a consistent manner for proposal comparison and for evaluation and summarizing of the proposal responses.
- C. To assist the County with responses to any questions and the drafting of any addenda, if appropriate.
- D. To review the proposals received and determine whether they meet the specifications.
- E. To prepare summary spreadsheets to aid the County in its comparison and analysis of the received proposals.
- F. To attend an evaluation committee meeting to review the proposals. If appropriate, provide a written recommendation letter.

SIVER FEES

As is our normal practice, if retained, we will bill monthly for consulting services. At the end of each month, we will provide an invoice describing the services performed. Entries on the invoice will include the date a particular service was performed, the name of the person providing the service, a general description of the work performed, the hourly rate and the earned fee for our services during the month. Our fees develop on the following basis:

Consultants	\$225 per hour
Support/Para-Professionals	\$ 50 per hour

Ms. Beth Martin
September 13, 2019
Page 3

If we are retained to perform the project outlined in the Scope of Services above, we are willing to agree to a maximum not-to-exceed fee of \$35,000. Included within this not-to-exceed fee is up to three on-site visits and all travel expenses for the visits.

If our fees for the project are less than the not-to-exceed maximums we will, of course, bill only the lesser amount.

Our maximum fee for this assignment will be based on the following assumptions:

- Travel will be limited to not more than three trips to Vero Beach for the agent RFQ and insurance RFP:
 1. To choose RFQ finalists.
 2. To interview RFQ finalists.
 3. For the evaluation committee meeting to review proposals.
- County staff will promptly provide all needed background information as requested.
- County staff will handle the required advertising and electronic distribution of the RFQ/RFP to interested parties and will track the receipt and response to all inquiries. Siver will help with development of addenda that may have to be issued in response to inquiries received by staff.
- Siver's standard competitive proposal format will be used fairly intact, without radical modification.
- The project will end on the date the County is intended to approve the final purchase. If the County for any reason should decide to reject and/or resolicit proposals, Siver shall be entitled to bill any subsequent time and expenses.

SIVER'S QUALIFICATIONS

We believe that Siver is uniquely qualified to provide the insurance and risk management consulting services sought by the County. In our opinion, what Siver offers is best summarized as:

- Independence
- Integrity
- Expertise
- Experience

Independence and Integrity

Siver is independently owned and not related to or affiliated with any other organization. Siver is entirely owned by its officers and employees. We do not sell insurance nor do we receive, directly or indirectly, any commissions, contingent commissions or overrides. All of

Ms. Beth Martin
September 13, 2019
Page 4

our income is directly derived from the fees we charge our clients. All income we receive as the result of or in connection with our services to a client will appear on our invoice to that client. We adhere to a strict code of ethics and do not accept gifts, trips, prizes or anything else of any value from vendors.

In short, we serve only you, our client. This approach assures our clients that Siver never has any vested interest in anything other than our clients' best interests, and that they may rely on our objective recommendations.

Expertise and Experience

If we are retained, the following team of our professional staff would perform most of the services:

George Erickson	JD, CPCU, LLM
Kathy Gordon	ARM, AAI
Kathy V. Doak	ARM, AAI
Laura M. Rybka	JD

Florida government experience. In the course of their careers with Siver, the consulting team has provided services for over 100 Florida governments. Although we are not in the practice of law, the members of the consulting team have had substantial experience in assisting in the negotiation and evaluation of property and casualty insurance for our clients.

Please let us know if you would like references.

CLOSING

We appreciate the opportunity to provide the County with this proposal and description of our firm. If you have any questions or need any additional information regarding our firm or any of the information contained in this letter, please let us know.

Respectfully,

SIVER INSURANCE CONSULTANTS



Kathy Gordon, ARM, AAI
Vice President