

**INDIAN RIVER COUNTY
INTER-OFFICE MEMORANDUM
OFFICE OF MANAGEMENT AND BUDGET**

TO: Members of the Board of County Commissioners

DATE: September 25, 2019

THRU: Beth Martin, Risk Manager

FROM: Kristin Daniels
Director, Office of Management & Budget

SUBJECT: Insurance Marketing; Siver Insurance Consultants

BACKGROUND

As part of staff's ongoing efforts to administer the most cost-effective, comprehensive self-insurance program available, we request Board approval to engage Siver Insurance Consultants (Siver) to assist with a two-step marketing and placement process. At its February 5, 2019 meeting, staff advised the Board that this process would occur in the 2019/20 fiscal year.

As background, Siver has been involved in the County's self insurance program from its 1989 inception. Siver's staff attorney drafted the administrative policy adopted by the Board to create the modified self-insurance program and their consultants have been involved in several marketing and selection efforts since that time, most recently in 2014. Siver is the largest and oldest independent consulting firm in Florida. Its staff has provided similar services for over 100 Florida governments. County staff strongly endorses Siver's involvement; they are independently owned and not related to or affiliated with any other organization; they do not sell insurance nor do they receive, directly or indirectly, any commissions, contingent commissions or overrides nor do they accept gifts, trips, prizes or anything of value from vendors.

DESCRIPTION AND CONDITIONS

The proposed scope of services is twofold. First, Siver will prepare a Request for Qualifications (RFQ) to select two or more insurance agents/firms who will submit insurance proposals for the County's consideration from Siver-assigned insurance markets. Second, Siver will prepare a Request for Proposals (RFP) for the County's property and casualty insurance to be given to the agents/firms chosen in the RFQ process. The RFP will include property, boiler and machinery, crime, general liability, automobile liability and physical damage, medical professional liability, public official's liability, cyber liability and workers' compensation and employer's liability. The RFP will be drafted to allow both packaged coverages and stand-alone lines of coverage for comparison. At the conclusion of the process, a recommendation will be made for implementation of the program effective May 1, 2020.

FUNDING

Total fees for these services will have a maximum not-to-exceed cost of \$35,000.00, an increase of \$5,000.00 over the cost for these services in 2010 and 2014. Funding for this project has been budgeted and approved in the Other Professional Services (50224613-033190) account in the Risk Management Fund.

RECOMMENDATION

Staff recommends approval of Siver Insurance Consultants for the self-insurance program marketing and implementation at a not-exceed cost of \$35,000.00.

ATTACHMENT

Siver Consulting Services Proposal