



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 11, 2018
Action Item for the City Council Meeting of September 18, 2018

DATE: September 11, 2018

TO: Keith Selman, Interim City Manager

FROM: Gilbert Sanchez, Safety and Risk Manager
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Actuarial Services for Risk Management

CAPTION:

Motion authorizing a five year service agreement to provide Actuarial Services for the City's Risk Management Division with AMI Risk consultants, Inc., of Miami, Florida for a not to exceed value of \$60,000.

PURPOSE:

The purpose of this agenda item is to execute a contract for the Actuarial Services for Risk Management.

BACKGROUND AND FINDINGS:

The City currently contracts out actuarial services for the Risk Management Division. The current contract expires at the end of September 2018. A request for proposals (RFP) was issued in order to have a new contract in place before the current contract expires. Seven proposals were received and were evaluated by an evaluation team against the published criteria in the RFP. Minimum qualifications were evaluated under a pass fail system and the firm's experience, team's experience and understanding of the scope of work were evaluated on the published point system as outlined in the RFP. Then the cost proposal was evaluated for each firm and the pricing score was tabulated and added to the technical proposal to determine the highest scoring firm. The staff recommends awarding a service agreement to AMI Risk Consultants as the highest scoring firm and best value to the City.

ALTERNATIVES:

No feasible alternatives are available.

OTHER CONSIDERATIONS:

No feasible considerations

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State Statutes regulating procurements.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Legal, Risk Management and Purchasing Division

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget		\$60,000.00	\$60,000.00
Encumbered / Expended Amount		\$0.00	\$0.00
This item		\$60,000.00	\$60,000.00
BALANCE		\$0.00	\$0.00

Fund(s): General Fund

Comments: The contract value total is a not-to-exceed \$60,000 which all will be funded in next year and the following years in future year's budgets at \$12,000 each year.

RECOMMENDATION:

Staff recommends approval of the Motion.

LIST OF SUPPORTING DOCUMENTS:

RFP Matrix
Service Agreement