PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

August 9, 2016

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Ann Willis, Property & Casualty Compliance Administrator
Office of Risk Management

SUBJECT: Certification Letter for P-52-16 Professional Services for Procurement of Crime Insurance Policy

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:
   To procure a Crime insurance policy.
2. The Objective of the study or services:
   Provide Crime Insurance coverage for the City of Jacksonville
3. The estimated period of time needed for the service or study:
   Policy will be for a one year term with option for four one year renewals
4. The estimated cost of the service or study:
   $50,000.00
5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: This policy would be a continuation of coverage, no duplication.
6. List of current contracts or prior services or studies which are related to the proposed study or service. Current contract is 9269-03. Renewal options for this contract will expire as of 9/30/16.
7. A statement as to why the service/study cannot be done by department or agency staff:
   The service is an insurance policy which can only be obtained by a retail insurance agency or brokerage firm.
8. The <u>names</u> and <u>telephone numbers</u> of <u>two</u> representatives from the using agency designated to serve on the evaluation committee as subcommittee members
   Twane Duckworth – 630-7208 and Ann Willis 630-7891.
9. A project funding account number: AFRM581MI
10. The <u>names</u> and <u>email addresses</u> of <u>specific consultants</u> the using agency wishes to be included in the solicitation process.

Brenda Lewis blewis@bbjax.com

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013

(See: http://inside.coj.net/op/pr/default.aspx)

Subcommittee Member Signature

TITLE Property + Casualty Compliance Administrator

Subcommittee Member Signature

TITLE Chief of Risk Management



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