**DEPARTMENT OF EMPLOYEE SERVICES**

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

FROM: Bob Parr, Chief, Compensation and Benefits Bob Parr
Mary DiPerna, Manager, Compensation and Benefits Mary DiPerna

SUBJECT: Sole Source Justification – Statutory Death Policy

DATE: July 29, 2016 P-49-16 SSJ

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We would like to request a sole source approval for the Statutory Death Life Insurance Policy. We put two RFP to market with no responses. Our current provider has offered to continue the coverage at the same rates as last year. I have attached a copy of their proposal for your review.

The contract shall be for a three-year period effective October 1, 2016 through September 30, 2019; rates shall not increase and the total indebtedness for FY 2016-2017 shall not exceed $136.816; the maximum indebtedness for the City of Jacksonville shall not exceed $ 410.448.

Attachment: Hartford Proposal

Office of Employee Benefits 117 W Duval St., Suite 150 Jacksonville, FL 32202
Phone: 904 630 1314 Fax: 904 630 1294 www.coj.net

## SOLE SOURCE/PROPRIETARY REQUEST

**Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.**

**REQUESTING AGENCY (DEPT./DIVISION):** Employee Services/Comp and Benefits

**PROPRIETARY** ☐

**SOLE SOURCE** ☒

**FUNDING SOURCE:** ESCB571 - 04512

**BRIEF DESCRIPTION OF GOODS/SERVICES:**
Life insurance policy for police and fire.

**AMOUNT OF PROJECT (attach quote):** $136,816

**PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):**
Life insurance policies for the following:
In the line of duty coverage : $66,635
Fresh pursuit coverage: $66,635
Unlawful and intentional death coverage :$198,670

**PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:**
We put out two RFP's with no response from the market.

**ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:**
We put out two RFP's with no response from the market.

**Submitted by:** Mary DiPerna (Name) Manager, EB (Title)

**Date:** 7-28-16

**Requesting Agency's Director's Signature:**

GROUP BENEFITS

July 22, 2016

Lon Bryan
L.B. Bryan & Co.

Re: **City of Jacksonville**
ETB - **112911**
Renewal Date: **10/01/2016**

Dear Lon,

We have prepared a competitive quote based on the renewal information received. Please initial the appropriate box below, and e-mail or fax it back to my attention.

**Note: Once returned, this document will serve as your coverage binder.**

| Options | Premium without Medical Coverage | Initial |
|---|---|---|
| 2 Year Rate Guarantee In Annual Installments of: | $136,816 | |
| 2 Years Prepaid Premium: | $259,230 | |
| 3 Year Rate Guarantee In Annual Installments of: | $136,816 | |
| 3 Years Prepaid Premium: | $388,844 | |
| Do Not Renew Coverage: | | |

* Proposal and Rates are valid for 60 days.

We appreciate the opportunity to write this coverage for your client. Note, the renewal was rated with the following benefits:

- C-62 In the Line of Duty Coverage: $66,635.00
- C-64 Fresh Pursuit Coverage: $66,635.00
- C-31 VL 118 Unlawful and Intentional Death Coverage: $198,670.00

We appreciate the opportunity to write this coverage for your client. The renewal documents will be forwarded in advance of renewal.

Regards,

Jessica Mills
Accident Underwriting
Email: Jessica.Mills@thehartford.com
P: 678-566-4388, F: 866-819-7038

Expertise without equal.
Benefits without burden.

Exhibit "A"

# P-49-16

P-49-16 SS

Statutory Death Life Insurance Policy

2016-08-09 Tuesday, August 09, 2016

2016-08-02 0

☑ P-49-16.pdf

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The Hartford

136,816.00

STOP New RFP Vendor Email Setup Send RFP Email