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CITY COUNCIL AGENDA ITEM REPORT

DATE: March 8, 2023

SUBMITTED BY: Tammy Winton-Spearman, Administrative Services

ITEM TYPE: Contract

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Contract for RFP 23-001 Agent of Record for Employee Benefits Program

SUGGESTED ACTION: Approve contract with Brown & Brown of Florida, Inc. for RFP 23-001 Agent of Record for Employee Benefits Program.

Is this item Quasijudicial?

No

Does this item require a public hearing?

No

EXPLANATION:

Agent of Record for Employee Benefits Program contract approval.

RFP 23-001 Agent of Record for Employee Benefits Program was posted to DemandStar.com on November 9, 2022. On Monday, December 19, 2022, two sealed proposals were received and opened in response to the Request for Proposal. The proposals were presented to the Evaluation Committee for evaluating and scoring. During the review process by the Evaluation Committee, each vendor was given an evaluation score based on their submittal and then a ranking based on their presentation and interview. Based on the total points awarded and interview ranking received Brown & Brown of Florida, Inc. was selected for recommendation for award and Council approved the award at the February 22, 2023 City Council meeting.

FINANCIAL IMPACT:

Funds are budgeted in the Human Resources Department's budget.

ATTORNEY REVIEW/RECOMMENDATION:

City Attorney, Scott Rudacille prepared contract for approval.

SUGGESTED MOTION:

Motion to approve the contract with Brown & Brown of Florida, Inc.

ATTACHMENTS:

[Brown & Brown of Florida Contract](#)