

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RFP767

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RFP-01371
 TERM OF CONTRACT 5 YEAR(S) WITH 3 YEAR(S) OTR

Requisition /Project Title: Broker Services for Aircraft Hull and Liability Insurance Program

Description: The County requires an insurance broker to provide brokerage and related services in procuring aircraft hull and liability insurance to provide coverage for aircraft owned and operated by the County.

Issuing Department: OMB
 Contact Person: Ann Wall
 Phone: 305-375-3199

Estimate Cost: 42,000

Funding Source:
 GENERAL
 FEDERAL
 OTHER

X

ANALYSIS

Commodity Codes:	95358	95377	96247	
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: 	Date sent to SBD:
	Date returned to SPD:

2.0 SCOPE OF SERVICES

2.1 **Background**

The County requires an insurance broker to provide brokerage and related services in procuring aircraft hull and liability insurance to provide coverage for aircraft owned and operated by the County. The current Program has been in place for over five (5) years and ends on January 8, 2020.

The selected Proposer, after award, will be authorized to go out into the insurance marketplace to assist the County in procuring an insurance Program, which best suits the County's needs, at the most economical price. The selected Proposer shall also provide broker services that will assist the County in managing the Program. The County intends to purchase the insurance coverage for the Program on a flat fee basis.

2.2 **Aircraft Functions**

The following is a list of functions for the aircrafts owned and operated by the three County departments:

2.2.1 Miami-Dade Police Department:

Services may include:

2.2.1.1 Basic police patrol, ground unit assists and narcotic interdiction;

2.2.1.2 Anti-venom flights (transporting anti-venom) to various locations for snake bite victims;

2.2.1.3 Provide assistance to governmental agencies;

2.2.1.4 Department of Environmental Resources Management survey flights;

2.2.1.5 Photo flight missions; and

2.2.1.6 Personnel transport.

2.2.2 Miami-Dade Fire Department:

The primary function of Miami-Dade Fire Rescue's aircrafts is to provide support for emergency services.

Services may include:

2.2.2.1 Transporting:

2.2.2.1.1 seriously traumatized victims to appropriate hospitals in South Florida from incident scenes;

2.2.2.1.2 critical patients hospital to hospital in life or death situations;

2.2.2.1.3 blood or organ for critical recipients; and

2.2.2.1.4 victims already hospitalized to the appropriate facility (burn center, spinal cord center, children's hospital, etc.);

2.2.2.2 Extricating victims from high-rise buildings or from areas where there is no other access;

2.2.2.3 Providing a) airborne observation as an adjunct to command for extensive, high-rise and conflagration fires; and b) airborne observation for hazardous materials incidents;

2.2.2.4 Search and rescue;

2.2.2.5 Airborne firefighting; and

2.2.2.6 Providing assistance to other government agencies.

2.2.3 Public Works Department Mosquito Control Division:

The primary functions of the Mosquito Control helicopters are:

2.2.3.1 Application of insecticides to control mosquitoes in Miami-Dade County; and

2.2.3.2 Inspection of mosquito breeding areas.

Note: During application of insecticides the pilot is accompanied by a copilot. During inspection a supervisor or inspector accompanies the pilot.

2.3 Minimum Qualification Requirement:

The Selected Proposer's Key Personnel, who will be primarily responsible for the account, shall be licensed insurance agents in the State of Florida, at the time of the proposal due date. The selected Proposer's key personnel shall maintain the State of Florida's insurance agent's license during the initial term of the contract, extensions and renewals thereof.

2.4 Services to be Provided:

- 2.4.1 Design specifications and market the Program for coverage when required by RMD, including assisting RMD in the completion of all applications, documents and gathering data which may be requested by insurance companies.
- 2.4.2 Analyze proposals received from various insurance companies and other parties, negotiate changes, in the best interest and for the benefit of the County, and verify the reasonableness of the price for the coverage provided.
- 2.4.3 Provide the County with a summary of various Program options, including but not limited to: limits, coverage, retention levels, terms, conditions and payment options.
- 2.4.4 Make recommendations to the County for the most advantageous Program which provides the highest level of coverage at the best possible price to meet the County's needs and objectives.
- 2.4.5 Provide analysis and recommendations for the most cost effective means for addressing the County's Aircraft Hull and Liability exposures.
- 2.4.6 Represent the County in all negotiations with insurers, underwriters and other parties related to the Program.
- 2.4.7 When instructed by RMD, administer the placement of coverage and provide original binders, policies and endorsements as required in the timetable specified.
- 2.4.8 Provide extensive review of binders and policies, including verification of conformity to specifications. Request any necessary endorsements/changes/revisions that may be required.
- 2.4.9 Provide insurance coverage summaries/descriptions/schedules as requested by RMD.
- 2.4.10 Assure that insurance policies are placed with reputable and financially responsible insurers, including keeping RMD informed of any changes in rating of the insurers and making recommendations should ratings change during the policy term.

- 2.4.11** Continually evaluate the Program and recommend coverage changes and improvements to provide the highest level of coverage at the least possible cost to the County.
- 2.4.12** Oversee and coordinate all relevant services performed by insurance companies/underwriters or any service agencies arranged for Program related issues and concerns.
- 2.4.13** Perform administrative and clerical services relative to account management, including but not limited to, issuance of certificates of insurance, verification of the accuracy of bills, audits and all premium adjustments.
- 2.4.14** Submit all premiums/payments to carriers and other parties (payments/premiums will be made directly to the selected Proposer).
- 2.4.15** Assign an Account Executive to the Program who will be responsible for communication with RMD and who, along with any other personnel assigned, must be available on a daily basis to RMD for advice and consultation on Program related issues and concerns.
- 2.4.16** Attend meetings related to this Program with RMD staff and other parties, as requested.
- 2.4.17** Review any related insurance company audits for accuracy.
- 2.4.18** Act as a liaison between RMD and insurance carriers in the resolution of claims relating to the Program. The selected Proposer shall assist the County, with the claims process as requested.
- 2.4.19** Consult with the County regarding the proposed claims counsel, if necessary with any claim. (The County reserves the right to approve legal counsel prior to appointment.)
- 2.4.20** Act as a liaison between any loss control professionals and the County, relating to this Program and maintain copies of all inspection/loss control reports issued.
- 2.4.21** Be available for advice and consultation as requested by the RMD.
- 2.4.22** Provide other related services as requested by RMD.
- 2.4.23** Design specifications and market the Program for coverage when required by RMD, including assisting RMD in the completion of all applications, documents and gathering data which may be requested by insurance companies.
- 2.4.24** Analyze proposals received from various insurance companies and other parties, negotiate changes, in the best interest and for the benefit of the County, and verify the reasonableness of the price for the coverage provided.