



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/04/2024

**SUBJECT: RFP NO. F2024122 - ANNUAL CONTRACT FOR BROKER OF
RECORD - BUDGET AND RISK MANAGEMENT -
HIGGINBOTHAM INSURANCE AGENCY, INC. - PER CONTRACT
TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024122, Annual Contract for Broker of Record, for Budget and Risk Management, to Higginbotham Insurance Agency, Inc. at the per contract terms.

BACKGROUND

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. One hundred ninety-nine (199) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on April 29, 2024 was attended by two (2) vendors as well as representatives from Budget and Risk Management and Purchasing. Six (6) proposals were received.

Proposals were evaluated by Budget and Risk Management, the Auditor's Office, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

Elevate Protection Group, Inc. was deemed non-responsive for failure to provide all submittal requirements necessary for evaluation, including proposal pricing and agency requirements.

A Best and Final Offer was requested from the highest scoring vendor, which resulted in a price reduction of \$3,000.00 annually.

The proposal received from Higginbotham Insurance Agency, Inc. meets all specifications and is acceptable to Budget and Risk Management.

The term of the contract is twelve (12) months, effective September 4, 2024, with two (2) options for renewal periods of twelve (12) months each.

The purpose of this contract is to obtain an agent who will advise the County in the evaluation of current County insurance policies, as well as recommend and negotiate rates and terms for potential replacement policies, according to what is in the best interest of the County.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Teresa Ralls Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of Budget and Risk Management and Purchasing that RFP No. F2024122, Annual Contract for Broker of Record, be awarded to Higginbotham Insurance Agency, Inc. at the per contract terms.

FISCAL IMPACT

Funding in the amount of \$133,500.00 is requested to be available in account 10000-2025 General Fund/1140100000 Non-Departmental/575011 Casualty Insurance.