

Purchase Request #1
Regular Board Meeting December 9, 2024
Consideration of Approval to Contract for Property Insurance Brokerage
and Risk Management Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with McGriff, Seibels and Williams for property insurance brokerage and risk management services for the safety, health, environment, and risk management (SHERM) department.

BACKGROUND

Request for proposals (RFP) #25-08 was issued on October 9, 2024, to procure property insurance brokerage and risk management services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from facilities services, internal audit, SHERM, and emergency management services who determined the proposal submitted by McGriff, Seibels and Williams will provide the best value to the College.

During the RFP process, the College enlisted consulting services of Pozmantier, Williams and Stone insurance consultants to review the proposals and provide objective third-party review of submissions. The firm also assists in the overall review of the College’s insurance portfolio.

IMPACT OF THIS ACTION

Approval of a contract for these services through McGriff, Seibels and Williams will ensure the College’s provision of quality service and broad coverage through strategic direction and researched opportunities. This will ensure continuity of property insurance coverage for the College to help navigate property challenges and claims on an “as-needed” basis.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$4,800,000 and will be funded from the SHERM department’s 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on May 1, 2025, through April 30, 2026, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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RFP #25-08
Property Insurance Brokerage & Risk Management Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm and Personnel	Section 2: Scope Understanding	Section 3: Broker Key Metrics	Section 4: References	Section 5: Exceptions to Terms	Total Points
	<i>Total Points</i>	<i>20</i>	<i>35</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>80</i>
1	McGriff, Seibels & Williams	18.30	31.50	9.00	9.50	4.88	73.18
2	USI Southwest, Inc	18.00	30.63	9.50	9.80	4.88	72.81
3	Alliant Insurance Services, Inc	18.40	33.25	9.50	9.25	4.13	74.53
4	EPIC Brokerage	16.30	29.14	8.50	5.48	4.88	64.30
5	Higginbotham Insurance Agency	13.90	26.25	9.50	8.50	3.63	61.78

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>80</i>	<i>20</i>	<i>100</i>
1	McGriff, Seibels & Williams	73.18	19.74	92.92
2	USI Southwest, Inc	72.81	20.00	92.81
3	Alliant Insurance Services, Inc	74.53	12.00	86.53
4	EPIC Brokerage	64.30	6.00	70.30
5	Higginbotham Insurance Agency	61.78	4.29	66.07