

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

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**DEPARTMENT:** Human Resources

**AGENDA DATE:** April 17, 2018

**CONTACT PERSON/PHONE:** Linda Ball Thomas, Human Resource Director, 915-212-1240  
Bruce D. Collins, Purchasing Director, 915-212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL: NO. 6: Set the Standard for Sound Governance and Fiscal Management**

**SUBJECT:**

Discussion and Action on the award of Solicitation No. 2018-1155R Fine Arts Museum Insurance to Alliant Insurance Services, Inc. for an initial three (3) year term estimated award of \$382,500.00. The award is to include a two (2), two (2) year optional amount of \$510,000.00 for a total seven (7) year award of \$892,500.00.

**BACKGROUND / DISCUSSION:**

This service will provide insurance for the art pieces located at all museums and public art throughout the City. Request for proposal procurement method was used to obtain proposals from interested parties and award a contract for the Fine Arts Museum Insurance.

**SELECTION SUMMARY:**

Solicitation was advertised on February 20, 2018 and February 27, 2018. The solicitation was posted on the City's website on February 20, 2018. The email (Purmail) notification was sent out on February 22, 2018. Total of six (6) proposers were solicited; one (1) being local vendors. Total views of the website were twenty-two (22). Two (2) proposals were received; one (1) being local vendor. An inadequate survey was conducted

Purchasing & Strategic Sourcing Department and Human Resources recommend USI Southwest, Inc. be deemed non-responsive because they took exemptions to the Scope of Work as required in the solicitation.

**COST VARIANCE PREVIOUS CONTRACT:**

The difference in cost, based on the comparison to the current 3-year term from the previous contract has decreased by \$60,000.00.

**PROTEST**

No protest received for this requirement.

**COUNCIL REPRESENTATIVE BRIEFING:**

Was a briefing provided?  Yes or  No  
If yes, select the applicable districts.

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- All Districts

**PRIOR COUNCIL ACTION:**

Awarded by City Council on May 11, 2010. Option to extend was approved on March 25, 2014.

**AMOUNT AND SOURCE OF FUNDING:**

General Fund – General Liability Insurance  
999-544020-99999-1000

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



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**COUNCIL PROJECT FORM  
(RFP)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **REGULAR** agenda (under **RFP's**) for the Council Meeting of **APRIL 17, 2018**

**STRATEGIC GOAL: NO. 6: Set the Standard for Sound Governance and Fiscal Management**

Discussion and action on the award of Solicitation No. 2018-1155R Fine Arts Museum Insurance to Alliant Insurance Services, Inc. for an initial three (3) year term estimated award of \$382,500.00. The award is to include a two (2), two (2) year optional amount of \$510,000.00 for a total seven (7) year award of \$892,500.00. This service will provide insurance for the art pieces located at all museums and public art throughout the City.

**Contract Variance:**

The difference in cost, based on the comparison to the current 3-year term from the previous contract has decreased by \$60,000.00.

Department:	Human Resources
Award to	Alliant Insurance Services, Inc. San Francisco, CA
Item(s):	All
Initial Term:	3 years
Option:	Two (2), Two (2) years
Annual Estimated Amount:	\$127,500.00
Initial Term Estimated Award:	\$382,500.00 (3 years)
Total Estimated Award:	\$892,500.00 (7 years)
Account No.:	999 – 544020 – 99999 - 1000
Funding Source:	General Fund – General Liability Insurance
District(s):	All

This is a Request for Proposal, service contract.

The Purchasing & Strategic Sourcing Department and Human Resources Department recommend award as indicated to Alliant Insurance Service, Inc., the highest ranked proposer based on evaluation factors established for this procurement. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

Purchasing & Strategic Sourcing Department and Human Resources recommend USI Southwest, Inc. be deemed non-responsive because they took exemptions to the Scope of Work as required in the solicitation.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.



**COMMITTEE SCORE SHEET**  
Request for Proposal

Fine Arts Museum Insurance

2018-1155R

**EVALUATION CRITERIA**

	<b>WEIGHT</b>	<b>MAX POINTS</b>	<b>Alliant Insurance Services</b>	<b>USI Southwest, Inc.</b>
<b>A. Proposal Cost</b>				
			<b>San Francisco, CA</b>	<b>El Paso, TX</b>
			\$127,500.00	*Not Scored
	30%	30	30.00	
<b>SUBTOTAL EVALUATION FACTOR A:</b>		<b>30</b>	<b>30.00</b>	<b>0.00</b>
<b>B. Quality of Response and Presentation</b>				
A) Readability, completeness, understanding and project scope	5%	5	4.25	Not Scored
B) Adherence to response requirements	5%	5	4.00	
<b>SUBTOTAL EVALUATION FACTOR B:</b>		<b>10</b>	<b>8.25</b>	<b>0.00</b>
<b>C. Experience and Qualifications</b>				
A) Qualifications in performing specific job requirements stated	7.5%	7.50	5.00	Not Scored
B) Experience in management, technology, accounting, etc.	7.5%	7.50	4.88	
<b>SUBTOTAL EVALUATION FACTOR C:</b>		<b>15</b>	<b>9.88</b>	<b>0.00</b>
<b>D. Response of References</b>				
	10%	10	9.67	Not Scored
<b>SUBTOTAL EVALUATION FACTOR D:</b>		<b>10</b>	<b>9.67</b>	<b>0.00</b>
<b>E. Past Relationship</b>				
	5%	5	1.67	Not Scored
<b>SUBTOTAL EVALUATION FACTOR E:</b>		<b>5</b>	<b>1.67</b>	<b>0.00</b>
<b>F. Policy Coverage</b>				
Limits, terms, conditions and exclusions of the coverage provided, cost and services available from the Broker, insurer(s) and Pool(s)	30%	30	23.75	Not Scored
<b>SUBTOTAL EVALUATION FACTOR F:</b>		<b>30</b>	<b>23.75</b>	<b>0.00</b>
<b>Grand Total</b>	<b>100%</b>	<b>100</b>	<b>83.21</b>	<b>*Not Scored</b>

\*USI Southwest Inc. not scored because they took exemptions to the Scope of Services

