



18-581

**TITLE:** Consider/Discuss/Act on Resolution Authorizing the City Manager to Enter into a Professional Services Contracts with McGriff, Seibels & Williams of Addison, Texas for Risk and Insurance Consultant Services

**COUNCIL GOAL:** Operational Excellence  
(2B: Balance Available Resources to Accommodate the Growth and Maintenance Needs of the City)

**MEETING DATE:** July 17, 2018

**DEPARTMENT:** Human Resources and Risk Management

**CONTACT:** Ike Obi, Director of Human Resources  
Kristina Peters, Human Resources Risk Manager

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of Resolution

**ITEM SUMMARY:**

- This resolution authorizes the City Manager to execute a contract with McGriff, Seibels and Williams Inc. to provide Risk and Insurance Consultant Services.

**BACKGROUND INFORMATION:**

- The City's insurance program is currently underwritten and provided through the Texas Municipal League Intergovernmental Risk Pool (TMLIRP). We are fully insured on most coverages with a deductible structure. Workers Compensation at this time does carry a \$100,000 self-insured retention. The only exception to TML would be our aviation coverage which is currently covered through Starr. With the explosion of growth comes the need for the City to evaluate its insurance program to ensure it is keeping pace with the increased complexities that are a fundamental component of growth.
- The City issued a Request for Proposal for Risk and Insurance Consultant Services (18-29RFP) on March 11, 2018.
  - Advertised in McKinney Courier Gazette
  - Posted on McKinney TV

- 777 matching eBid Supplier Notifications
- In response to all notices published, five (5) companies submitted proposals:
  - The Hays Group, Inc,
  - Tidal Basin,
  - McGriff, Seibels & Williams,
  - Marsh & McLennan,
  - Roach Howard Smith & Barton
- An evaluation team of five staff members comprised from the City Manager's Office, Human Resources and Budget Department reviewed and ranked the proposals based on the following criteria:
  - 40%-Firm's proposed services meet the objectives of this request for proposals and the needs and requirements of the City of McKinney
  - 25%-Cost of Services
  - 20%-Firm's and proposed project team/staff's qualifications and experience
  - 10%-References and recent proven success
  - 5%-Additional services and support provided
- Of the five firms that submitted responses, the evaluation team selected two vendors (McGriff, Seibels & Williams of Texas Inc. and Roach Howard Smith & Barton) for further evaluation.
- The evaluation team has deemed McGriff, Seibels & Williams of Texas, Inc. the best value for the City based on the following:
  - Annual flat fee of \$32,000 for all items requested under the scope of work outlined in the RFP to include additional safety resources and actuarial studies in regards to Workers Compensation and General Liability.
- Contract term is an initial two (2) year period not to exceed \$64,000 with option to renew for three (3) additional one (1) year periods.

**FINANCIAL SUMMARY:**

- Funding is available in the Insurance and Risk Professional Services account 015-2111-413-8516.

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A

**SUPPORTING MATERIALS:**

[Resolution](#)  
[Contract](#)