

**CITY OF TALLAHASSEE**

**CITY COMMISSION AGENDA ITEM**

**ACTION REQUESTED ON:** July 2, 1997

**SUBJECT/TITLE:** Approval of Amendments to Insurance Procurement Policy

**TARGET ISSUE:** N/A

**STATEMENT OF ISSUE**

The City Risk Management Office has amended and clarified the City's Insurance Procurement Policy to take advantage of the Sunset Provision and presents it for approval by the City Commission. These changes do not alter past or current procedure, but seek to provide a clearer, more definitive description of the policy itself.

**RECOMMENDED ACTION**

Approve Option I.

**FISCAL IMPACT**

The amendments to the policy have no fiscal impact.

  
\_\_\_\_\_  
Authorized Signature/

  
\_\_\_\_\_  
Robert B. Inzer  
City Treasurer-Clerk

For information, please contact: Bill Stoll, Risk Manager-Risk Management - 8246  
Name Department Extension

**ITEM TITLE:**

**COMMERCIAL INSURANCE PROCUREMENT POLICY**



**HISTORY/FACTS & ISSUES**

On July 12 1992, this policy was formally adopted by the City Commission to formalize the method used by the City for the procurement of all commercial property and casualty insurance coverages under the City's Risk Management Program.

Every three (3) years, or as needed, the City Risk Management Office, in conjunction with the City's Insurance Advisory Board, develops and releases a Request for Proposal (RFP) for its commercial insurance coverages. This RFP is marketed in the third (3<sup>rd</sup>) quarter of the fiscal year with recommendations for awards of coverage taken to the City Commission for approval in September of the same fiscal year.

This process, with the oversight and input from the City's Insurance Advisory Board, has worked well for the City for a number of years and has ensured that the City receives competitive bids, obtaining the best coverage in the most economical manner for the commercially insured aspects of the Risk Management Program.

**OPTIONS**

- 1) Approve Insurance Procurement Policy as submitted by staff.
- 2) Specify changes/modifications or some other course of action for staff to follow.

**ATTACHMENT**

Policy