



**Northwest Fire District
Governing Board**
13535 North Marana Main Street
Marana, Arizona

SCHEDULED

MEMORANDUM NO. {{item.tracking_number}}

Date:	February 27, 2024
To:	Governing Board
From:	Raymond Thibault, Procurement & Contract Specialist Kim Sotomayor, Director
Division:	Finance Services
Type of Action:	Formal Action/Motion
Strategic Plan Goals:	Create greater financial efficiencies and ensure financial sustainability and responsibility
Agenda Item:	Approval to Award Request for Proposals (RFP) No. 24-09-C29 Regarding Liability Insurance Broker Services

RECOMMENDATION:

Staff recommends approval of this item to award a vendor for liability insurance broker services.

MOTION:

Move to award Request for Proposals 24-09-C29 liability insurance broker services to The Mahoney Group.

DISCUSSION:

Award determination was based on the recommendation of the evaluation committee. The proposals were evaluated and scored using a weighted instrument utilizing the specific evaluation criteria identified in RFP No. 24-09-C29. A letter of recommendation from the evaluation committee is attached.

The Request for Proposals was sent to 11 vendors and one (1) vendor submitted a proposal for award consideration. The solicitation was published over four (4) days in a daily newspaper. The Request for Proposals was also advertised on the District website and published on a national database during the solicitation period. This is a multi-term contract beginning May 1, 2024, with renewal options through April 30, 2029.

It was determined to be in the best interest of the District to award to this vendor. The price submitted is fair and reasonable, and other bidders had reasonable opportunity to respond.

ALTERNATIVES:

Continue to seek alternative vendors and re-solicit the service; not recommended.

Fiscal Impact

FISCAL YEAR: 23/24

BUDGETED Y/N: Yes

AMOUNT REQUESTED: \$16,500

FISCAL IMPACT: The adopted FY23/24 budget includes the funds for broker services. All future budget processes would include the annual amount for the broker services associated with this contract.

Attachments

24-09-C29 Recommendation Memo

24-09-C29 Analysis

The Mahoney Group Proposal