



INTENT TO AWARD NOTICE

TO: Proposers
FROM: Deltecia Jones, Procurement Manager
DATE: December 13, 2018
RE: Insurance Agent Services – RFQ #18-01

Please be advised that sealed proposals regarding the above-referenced service were received on Tuesday, November 27, 2018 at 2:00p.m. Specifications and Request for Qualifications were issued to eleven (11) prospective proposers and a total of four (4) companies responded. Those companies are Brown and Brown, Alliant, AJ Gallagher and McGriff, Siebels and Williams.

The Selection Committee shortlisted and interviewed two (2) of the companies. After interviews and a final ranking meeting held on Thursday, December 13, 2018 at 2:00pm, the Selection Committee Review Team final ranked the Proposers as follows:

- 1. Brown & Brown of Florida, Inc.**
- 2. Alliant Insurance Services**

The Procurement Department has received and reviewed all proposals and follow up documentation submitted and recommended for award as the most responsible Proposer is:

Brown & Brown of Florida, Inc.

It is staff's intent to recommend for award, to the Board of Directors, that the proposal received from **Brown & Brown of Florida, Inc.** of Clearwater, Florida be accepted as the most qualified, responsive and responsible proposer meeting requirements and specifications for all services requested. The Board of Directors will meet on Wednesday, January 2, 2019 at 4:00pm at the TSA office for a final award determination.

Let this notice serve as *Intent to Award* this contract to **Brown & Brown of Florida, Inc.**

cc: Proposal (Bid) File