

Request for Legislative Action

Res. #21118
Sponsor: Tony Miller
Date: December 5, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21118
Sponsor(s):	Tony Miller	Legislature Meeting Date:	12/5/2022

Introduction

Action Items: ['Award']

Project/Title:

Awarding a twelve month contract with three twelve month options to extend for the furnishing of vehicle insurance for use by the Finance and Purchasing Department to Missouri Public Entity Risk Management Fund (MOPERM) of Jefferson City, Missouri under the terms and conditions of request for proposal 113-22.

Request Summary

The Finance and Purchasing Department requires a contract for vehicle insurance due to the current contract expiring on January 1, 2023. The Purchasing Department issued request for proposal 113-22 in response to those requirements.

MOPERM will cover County owned vehicles with liability only. Per the County's contract with Enterprise, MOPERM will provide leased vehicles with collision and comprehensive coverage.

953 notifications were distributed, the RFP was viewed 17 times and in total, the County received one response. The response was evaluated by a committee of personnel from the Finance and Purchasing Department and County Administration.

Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of vehicle insurance to Missouri Public Entity Risk Management Fund (MOPERM) of Jefferson City, MO as the best proposal received.

Finance and Purchasing anticipates it may spend between \$450,000 and \$500,000

Contact Information

Department:	Finance	Submitted Date:	11/29/2022
Name:	Sarah L. Matthes	Email:	SLMatthes@jacksongov.org
Title:	Grant Audit & Risk Manager	Phone:	816-881-3202

Budget Information

Amount authorized by this legislation this fiscal year:	!Unexpected End of Formula
Amount previously authorized this fiscal year:	\$ 0

Request for Legislative Action

Total amount authorized after this legislative action:			\$
Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5659	September 12, 2022
Prior Resolution	
Resolution:	Resolution date:
19668	December 4, 2017

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals are waived - insufficient MBE or WBE firms available	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order. 	

Request for Legislative Action

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History

Submitted by Finance requestor: Sarah L. Matthes on 11/29/2022. Comments:

Approved by Department Approver Bob Crutsinger on 11/29/2022 2:58:24 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 11/29/2022 3:35:30 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 11/30/2022 10:40:30 AM. Comments:

Approved by Budget Office Approver Sarah L. Matthes on 11/30/2022 10:48:42 AM. Comments:

Approved by Executive Office Approver Sylva Stevenson on 11/30/2022 11:23:46 AM. Comments:

Approved by Counselor's Office Approver Katherine Henry on 12/1/2022 9:56:23 AM. Comments:



DEPARTMENT OF FINANCE AND PURCHASING

Jackson County Courthouse
415 East 12th Street, Room 105
Kansas City, Missouri 64106
jacksongov.org

TO: Craig Reich

FROM: Sarah Matthes – Grant, Audit & Risk Manager

DATE: November 29, 2022

SUBJECT: RFP No. 113-22 Vehicle Insurance Proposals

The Finance and Purchasing Department recommends awarding the fleet vehicle insurance to Missouri Public Entity Risk Management Fund (MOPERM).

MOPERM has successfully provided these services to the County since 1991. MOPERM has excellent knowledge regarding insurance needed and required by local government entities and Jackson County specifically.

The anticipated annual usage for this contract is \$500,000.

Listed below is the account that this premium is to be paid from:

060-5160-56370

Thank you,

APPROVED

By Sarah Matthes at 1:09 pm, Nov 29, 2022

Sarah Matthes
Grant, Audit & Risk Manager
Jackson County, Missouri
415 E. 12th Street, Suite 105
816.881.3202
slmatthes@jacksongov.org

Frank White, Jr., County Executive



Missouri Public Entity Risk Management Fund
P.O. Box 7110
Jefferson City, Missouri 65102-7110
Main Line: 888-566-7376 Fax Line: 573-751-8276
Web Site: www.moperm.com

November 10, 2022

RE: Jackson County Request for Proposal No. 113-22

The Missouri Public Entity Risk Management Fund (MOPERM) is pleased to offer its proposal for coverage for the County's fleet of automobiles.

MOPERM understands the scope of services to be:

1. Offer a policy of coverage effective January 1, 2023 through January 1, 2024, with three renewal options.
2. Offer limits of liability in accordance with 537.610 RSMo.
3. Offer the same coverage terms as those expiring with the incumbent carrier.

As the incumbent carrier, MOPERM has provided coverage for the county's fleet of automobiles since September 1991 and would like to continue its relationship with the county.

Attached are the Executive Summary, pricing, and other materials requested.

Respectfully,

A handwritten signature in dark ink, reading "Brenda L. Gibson", is positioned above the typed name.

Brenda Gibson, CIC, CISR, AU
Underwriting Manager

E-mail address:

Accounting@moperm.com • Administration@moperm.com • Claims@moperm.com
LossControl@moperm.com • MemberServices@moperm.com • Underwriting@moperm.com

Do Not Pay. This is not an invoice.



Renewal Pricing for COUNTY OF JACKSON

Memorandum No. 2035

Date: November 9, 2022

Policy Period: January 1, 2023 to January 1, 2024

<u>Line of Business</u>	<u>Annual Contribution</u>	<u>Deductible</u>	<u>Deductible Applicability</u>
Automobile Liability	\$277,631.00	\$250,000.00	Loss
Hired and Non-Owned Vehicles	Included	\$250,000.00	Loss
Uninsured Motorist	\$21,600.00	\$0.00	
Auto Physical Damage			
Collision	\$31,239.00	Per Schedule	
Comprehensive	\$102,588.00	Per Schedule	
TOTAL RENEWAL PRICING:	<u>\$433,058.00</u> *		

If "Loss & LAE" (Loss Adjustment Expense) is indicated under *Deductible Applicability*, the Member will be responsible for defense and other adjustment costs up to the deductible amount.

Deductibles have been determined based on total contribution, loss history, and existing deductibles.

*The entity's current coverage will expire on January 1, 2023. Renewal is hereby offered at the price indicated above, which is based on information on file as of November 9, 2022. Changes requested before January 1, 2023 will affect the actual renewal price invoiced.

MOPERM reserves the right to correct any errors discovered before the renewal invoice is issued. If such corrections result in a change in contribution, notice will be sent to the appropriate parties.

EXECUTIVE SUMMARY

Firm Profile

Firm name: Missouri Public Entity Risk Management Fund (MOPERM)
Physical Address: 3425 Constitution Court, 3rd Floor, Jefferson City, MO 65109
Email Address: administration@moperm.com
Telephone: 573-751-1837
Established: 1987

Primary Contact: Brenda Gibson, Underwriting Manager
Contact Telephone: 573-751-1266, ext 1127
Contact email address: brenda-gibson@moperm.com

Background

MOPERM was created by Missouri legislature in 1987 in response to a liability insurance crisis that was being experienced by public entities throughout Missouri. Property coverage was added in 2003 in response to a similar situation. MOPERM is a self-insurance fund offering broad coverage at reasonable and stable cost to Missouri's local governments. With a membership of over 1,000 public entities, MOPERM is one of the largest public entity liability pools in the nation.

Members benefit from the leadership of a Board of Trustees made up of public entity representatives who have experience with the coverage needs and challenges of local government officials. Additionally, MOPERM staff has a thorough understanding of the unique insurance concerns facing Missouri public entities. MOPERM serves only Missouri public entities, meaning member contributions stay within Missouri to serve local government needs.

Key Personnel

Underwriting Manager: Brenda Gibson, CIC, CISR, AU

Brenda has worked for MOPERM's underwriting department, since 1997, working primarily with liability policies until October 2009, when she became the Pool's Package Underwriter. In January 2012, MOPERM's liability and property departments were restructured into a Policy Administration unit, and Brenda was appointed as Manager.

Brenda attended Central Missouri State University and Illinois State University. She has achieved her Associate in Commercial Underwriting (AU), Certified Insurance Service Representative (CISR), and Certified Insurance Counselor (CIC) designations.

Claims Manager: Mike McCray

Mike joined MOPERM in January 2013 with 15 years of experience in the insurance industry, including operating an independent insurance agency and working as a claims adjuster for Shelter Insurance. Mike became MOPERM's claims manager in August 2021. Mike is a graduate of Westminster College, Fulton, Missouri.

Member and Agency Services Manager: Lori Collins

Lori joined MOPERM in July 2019 as an Underwriting Assistant and was promoted to Member and Agency Services Manager in March 2021. Lori has 10 years of experience in the insurance industry, primarily working in insurance agencies. Lori has a Bachelor's degree in Business Administration and Marketing from Columbia College.



Scoring Summary

Active Submissions

	Total	Responsiveness	A - Main Evaluation	A-1 - Ability to provide services	A-2 - Expertise/Experience
Supplier	/ 100 pts	/ 10 pts	/ 40 pts	/ 15 pts	/ 15 pts
MOPERM	88.33 pts	8 pts	38.67 pts	14.67 pts	14.67 pts

	A-3 - Qualification of Key Personnel	B - Pricing	B-1 - Pricing
Supplier	/ 10 pts	/ 50 pts	/ 50 pts
MOPERM	9.333 pts	41.67 pts	41.67 pts

AFFIDAVIT

STATE OF Missouri)
) SS.
COUNTY OF Cole)

Brenda L Gibson of the city of Jefferson City
County of Cole State of Missouri being duly sworn on her or his oath, deposes and says,
Missouri Public Entity

1. That I am the Underwriting Manager (Title of Affiant) of Risk Management Fund (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.
2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).
3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.
4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2021, any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.
5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.
6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties, or the State of Missouri and City of Kansas City, Missouri Debarment List.
7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Missouri Public Entity

Risk Management Fund (Name of Bidder)

By: Brenda L Gibson (Signature of Affiant)

Underwriting Manager (Title of Affiant)

Subscribed and sworn to before me this 11th day of November, 20 22

T. Parker Thomas Parker

NOTARY PUBLIC in and for the County of Cole (SEAL)

State of Missouri

My Commission Expires: 08/07/2026

THOMAS PARKER NOTARY PUBLIC - NOTARY SEAL STATE OF MISSOURI MY COMMISSION EXPIRES AUGUST 7, 2026 COLE COUNTY COMMISSION #14922558
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ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned acknowledges receipt of Addenda through and including numbers 1 and 2 and that this Bid is submitted in accordance with information, instructions, and stipulations set forth therein.

Brenda L. Gibson
Signature of Respondent

11-10-22
Date

Missouri Public Entity Risk Management Fund (MOPERM)
Company Name

3425 Constitution Court, 3rd Floor
Address

Jefferson City, Missouri 65109
City, State, and Zip

573-751-1837
Phone

EXHIBIT F

**BIDDER'S EXCEPTIONS
TO
SPECIFICATIONS
OF
JACKSON COUNTY, MISSOURI REQUEST FOR PROPOSAL NO. 113-22**

Respondent's attention is directed to Paragraph 4 of the General Conditions of this Invitation to Bid. **READ THIS PARAGRAPH CAREFULLY.**

The following exceptions to the Specifications of Request for Proposal No.93-22 are requested by the undersigned Respondent: (Use additional pages as necessary.)

REFERENCE PARA # & PAGE #	EXCEPTION REQUESTED
2.5, page 1	MOPERM does not use rating symbols. Vehicles must be scheduled.
2.7.1, 2.7.2, page 1	Deductible offered is \$1,000
2.9, 2.10, page 2	No alternate programs, services requested are not available
3.1, page 2	Not applicable to MOPERM
4.3.3, page 3	Alternate pricing is not available

Name of Firm: Missouri Public Entity Risk Management Fund (MOPERM)

Signature of Bidder: Brenda L. Gibson



OFFICE OF THE COUNTY AUDITOR

COMPLIANCE REVIEW OFFICE

415 E 12TH STREET, 2ND FLOOR
KANSAS CITY, MISSOURI 64106

(816) 881-3302
FAX (816) 881-3340
CRO@JACKSONGOV.ORG
WWW.JACKSONGOV.ORG/AUDITOR

JACKSON COUNTY, MISSOURI CONTRACTOR UTILIZATION PLAN

Bid/RFP/RFQ Number: 113-22
Bid/RFP/RFQ Title: Fleet Insurance
Contracting Department: Finance
Respondent: Missouri Public Entity Risk Management Fund

I, Brenda L Gibson, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE/VBE submittal requirements on the above Bid/RFP/RFQ and the MBE/WBE/VBE Program and is given on behalf of the Respondent listed above. It sets out the Respondent's plan to utilize MBE and/or WBE and/or VBE prime and subcontractors on the awarded contract.

The goals set by Jackson County, Missouri are:

0 % MBE % WBE % VBE

2. Bidder stipulates that it will utilize a minimum of the following percentages of MBE/WBE/VBE participation in the above bid:

 % MBE % WBE % VBE Not applicable to MOPERM

3. The following are the MBE/WBE/VBE Contractors to be utilized on the above-named solicitation. Respondent maintains that it either has a formal contract or a conditional contract contingent upon award.

Please note:

- a. If Bidder is a certified MBE, WBE, or VBE firm, it may list itself in the appropriate area below.
- b. No contractor may be listed under multiple categories below regardless of certifications.

INTERNAL USE ONLY

CUP RECEIVED: _____ CUP APPROVED: _____

GFE RECEIVED: _____ GFE APPROVED: _____

CUP REVISED: _____ REVISION APPROVED: _____

APPROVED GOALS: _____ MBE _____ WBE _____ VBE

RES/ORD: _____ AMT AWARDED: _____

NOTES:

MBE SUBCONTRACTORS

Not applicable to MOPERM

	Description	Bidder Response	
A.	MBE Firm:		INTERNAL USE ONLY
	Address line 1:		
	Address line 2-include County:		
	Telephone Number:		Certifying Agency: _____ KCMO _____ State of MO
	President/Owner:		
	Email Address:		Approved: Y N
	Certifying Agency		
	Expiration Date of Certification:		Sub A Contract Value: \$
	Scopes of Work Utilized:		
	Percentage of Contract Awarded:		
B.	MBE Firm:		INTERNAL USE ONLY
	Address line 1:		
	Address line 2-include County:		
	Telephone Number:		Certifying Agency: _____ KCMO _____ State of MO
	President/Owner:		
	Email Address:		Approved: Y N
	Certifying Agency		
	Expiration Date of Certification:		Sub B Contract Value: \$
	Scopes of Work Utilized:		
	Percentage of Contract Awarded:		
C.	MBE Firm:		INTERNAL USE ONLY
	Address line 1:		
	Address line 2-include County:		
	Telephone Number:		Certifying Agency: _____ KCMO _____ State of MO
	President/Owner:		
	Email Address:		Approved: Y N
	Certifying Agency		
	Expiration Date of Certification:		Sub C Contract Value: \$
	Scopes of Work Utilized:		
	Percentage of Contract Awarded:		
		TOTAL MBE VALUE	\$

Add Additional Pages as Necessary

WBE SUBCONTRACTORS

Not applicable to MOPERM

	Description	Bidder Response
A.	WBE Firm:	
	Address line 1:	
	Address line 2-include County:	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Certifying Agency	
	Expiration Date of Certification:	
	Scopes of Work Utilized:	
	Percentage of Contract Awarded:	
		INTERNAL USE ONLY Certifying Agency: KCMO State of MO Approved: Y N Sub A Contract Value: \$
B.	WBE Firm:	
	Address line 1:	
	Address line 2-include County:	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Certifying Agency	
	Expiration Date of Certification:	
	Scopes of Work Utilized:	
	Percentage of Contract Awarded:	
		INTERNAL USE ONLY Certifying Agency: KCMO State of MO Approved: Y N Sub B Contract Value: \$
C.	WBE Firm:	
	Address line 1:	
	Address line 2-include County:	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Certifying Agency	
	Expiration Date of Certification:	
	Scopes of Work Utilized:	
	Percentage of Contract Awarded:	
		INTERNAL USE ONLY Certifying Agency: KCMO State of MO Approved: Y N Sub C Contract Value: \$
TOTAL WBE VALUE		\$

Add Additional Pages as Necessary

VBE SUBCONTRACTORS

Not applicable to MOPERM

	Description	Bidder Response	
A.	VBE Firm:		INTERNAL USE ONLY Certifying Agency: KCMO State of MO Approved: Y N Sub A Contract Value: \$
	Address line 1:		
	Address line 2-include County:		
	Telephone Number:		
	President/Owner:		
	Email Address:		
	Certifying Agency		
	Expiration Date of Certification:		
	Scopes of Work Utilized:		
	Percentage of Contract Awarded:		
B.	VBE Firm:		INTERNAL USE ONLY Certifying Agency: KCMO State of MO Approved: Y N Sub B Contract Value: \$
	Address line 1:		
	Address line 2-include County:		
	Telephone Number:		
	President/Owner:		
	Email Address:		
	Certifying Agency		
	Expiration Date of Certification:		
	Scopes of Work Utilized:		
	Percentage of Contract Awarded:		
C.	VBE Firm:		INTERNAL USE ONLY Certifying Agency: KCMO State of MO Approved: Y N Sub B Contract Value: \$
	Address line 1:		
	Address line 2-include County:		
	Telephone Number:		
	President/Owner:		
	Email Address:		
	Certifying Agency		
	Expiration Date of Certification:		
	Scopes of Work Utilized:		
	Percentage of Contract Awarded:		
	TOTAL VBE VALUE		\$

Add Additional Pages as Necessary

ACKNOWLEDGMENT

Respondent acknowledges that it is responsible for considering the effect that any change order and/or amendments changing the total contract amount may have on its ability to meet or exceed the subcontractor participation goals.

Good Faith Effort:

Respondent further acknowledges that it is responsible for submitting a **Good Faith Effort Form** if it will be unable to meet the participation goals. A **Good Faith Effort Form** documents the efforts a respondent puts forth to achieve the MBE and/or WBE and/or VBE goals on a project. **Simply stating that goals cannot be met is not considered sufficient.**

Contractor Modification Form:

If, at any point during the life of the awarded contract, the contractor needs to substitute an approved subcontractor a **Contractor Modification Form** must be submitted to the Compliance Review Office.

Any Good Faith Effort or Contractor Modification Form must be approved by the Compliance Review Office.

*****Contact the Compliance Review Office for assistance or to request forms.*****

I hereby certify that I am authorized to make this Affidavit on behalf of the Respondent named below and who shall abide by the terms set forth herein. I acknowledge that the assigned values determined by this CUP shall be enforceable under the contract terms and conditions.

Respondent Primary Contact: Brenda L. Gibson

Title: Underwriting Manager Email: brenda-gibson@moperm.com

Date: 11-10-22 Phone: 573-751-1837

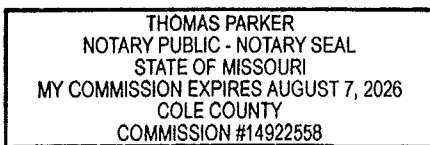
Subscribed and sworn to before me this 10th day of November, 2022.

My Commission Expires: 08/07/2026

T. Parker Thomas Parker

Notary Public

(Attach corporate seal if applicable)



For questions on this form please contact:

Compliance Review Office
816-881-3302
CRO@jacksongov.org

Jackson County Missouri

Certificate of Compliance



In accordance with Jackson County Code Chapter(s) 6 and 10,
this Certificate of Compliance is hereby issued to:

MISSOURI PUBLIC ENTITY RISK MANAGEMENT FUND
3425 CONSTITUTION CT THIRD FLOOR
JEFFERSON CITY, MO 65109
2022 Certificate: 20211220VC318

Issued: 2021-12-20

Expires: 2022-12-31

The above named firm/agency has met the following requirements:

Is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County, or did not have on December 31st of the previous year any property subject to taxation by the County

Attests and agrees to Chapter 6 of the Jackson County Code which prohibits discriminatory employment practices and promotes equal employment opportunity by contractors doing business with Jackson County.

Chief Compliance Review Officer
Jackson County Missouri
816-881-3302
compliance@jacksonsongov.org