

ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #39 (1999-2000) August 23, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: RENEWAL OF CONTRACT: PROFESSIONAL INSURANCE
BROKERAGE SERVICES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the renewal of the contract with Willis Corroon Corporation of Anchorage for professional insurance brokerage services for a one-year period in the amount of \$17,500.

PERTINENT FACTS:

Willis Corroon of Anchorage, was awarded a three year competitive bid contract for professional insurance brokerage services beginning July 1, 1996 and ending June 30, 1999. The contract also included an option to renew on a year-to-year basis for an additional two years for a maximum period of five years. This renewal will be the fourth year of the five-year contract. Willis Corroon has offered to renew the contract at no increase to the annual fee.

The firm was selected by a committee utilizing the following criteria:

- a) The expertise and experience of the accounts person, or persons, to be assigned.
- b) The firm's capabilities and experience providing insurance services for accounts of similar size and nature.
- c) Cost of services.
- d) The scope of services to be provided.
- e) The technical and analytical reporting data that could be provided by the firm, for example, loss probability studies.

The scope of services to be provided by the contract included, for example:

- a) Place all required insurance coverage (Auto and General Liability, School Leaders Errors and Omissions, Workers' Compensation excess, Employee Blanket bond and School Board Treasurer's bond) with appropriate insurers and invoice the Anchorage School District for premiums net of commission.
- b) Assist the Anchorage School District in negotiations with underwriters for coverage when necessary, and take primary responsibility for developing a relationship between the District and those company officials who, in the event of loss, will play an important role in loss negotiations.
- c) Ensure timely issuance of correct policies and endorsements obtained on behalf of the District, and submit originals of such documents in a timely manner.

Willis Corroon of Anchorage continue to provide excellent insurance services to the District. The insurance professionals of the Company offer a wealth of knowledge of the international commercial insurance market and excellent expertise in self-insurance programs. The Company has provided insurance services to the District since 1991.

CERTIFICATION OF FUNDS:

Fund Description:

(01) General Fund

(109901) Non-Departmental

(3010) Contracted Services

Fund Source: Funding

	<u>Fund</u>	<u>Source</u>	<u>Account Code</u>	<u>Amount</u>
Insurance Brokerage Svcs	01	109901 109901	3010	\$17,500

BC/JS/tb

Prepared by: Tom Bibeau, Manager, Risk Management

Approved by: Janet Stokesbary, Chief Financial Officer