



AGENDA

Finance and Administration Committee Meeting

Committee Members

Andrew Do, Chairman
Steve Jones, Vice Chairman
Michael Hennessey
Richard Murphy
Miguel Pulido
Todd Spitzer
Michelle Steel

Orange County Transportation Authority
Headquarters
550 South Main Street, Board Room –
Conf. Room 07
Orange, California

Wednesday, May 10, 2017 at 10:30 a.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the OCTA Clerk of the Board, telephone (714) 560-5676, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

Call to Order

Pledge of Allegiance

Director Spitzer

1. Public Comments

Special Calendar

There are no Special Calendar matters.

Consent Calendar (Items 2 through 6)

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.



2. Approval of Minutes

Overview

Approval of the minutes of the April 26, 2017 Finance and Administration Committee meeting.

3. Agreements for On-Call General Auditing Services

Ricco T. Bonelli/Janet Sutter

Overview

The Internal Audit Department of the Orange County Transportation Authority relies on the services of external audit firms to perform financial, compliance, internal control, operational, and performance audits on an as-needed basis. Proposals were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to select firms to perform the required on-call general auditing services, and to authorize the Chief Executive Officer to negotiate the agreements.

Recommendations

- A. Approve the selections of BCA Watson Rice LLP; Conrad LLP; Vavrinek, Trine, Day & Company LLP; and KNL Support Services, as the firms to provide on-call general auditing services in an aggregate amount of \$450,000.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1569 between the Orange County Transportation Authority and BCA Watson Rice LLP, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.
- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1703 between the Orange County Transportation Authority and Conrad LLP, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.



3. (Continued)

- D. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1704 between the Orange County Transportation Authority and KNL Support Services, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.
- E. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1705 between the Orange County Transportation Authority and Vavrinek, Trine, Day & Company LLP, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.

4. Approval of the Fiscal Year 2017-18 Local Transportation Fund Claim for Laguna Beach Public Transportation Services

Rene Vega/Andrew Oftelie

Overview

The Laguna Beach Municipal Transit Lines, a department within the City of Laguna Beach, is eligible to receive funding from the Local Transportation Fund in Orange County for providing public transportation services throughout the city. To receive the funds, the Laguna Beach Municipal Transit Lines must file a claim against the Local Transportation Fund with the Orange County Transportation Authority.

Recommendation

Approve the Laguna Beach Municipal Transit Lines Fiscal Year 2017-18 Local Transportation Fund Claim for public transportation services in the amount of \$1,096,021, and authorize the Chief Executive Officer of the Orange County Transportation Authority to issue allocation/disbursement instructions to the Orange County Auditor-Controller in the amount of the claim.



5. Approval of the Fiscal Year 2017-18 Local Transportation Fund Claim for Public Transportation and Community Transit Services

Rene Vega/Andrew Oftelie

Overview

The Orange County Transit District is eligible to receive funding from the Local Transportation Fund for providing public transportation and community transit services throughout Orange County. To receive the funds, the Orange County Transit District must file a claim against the Local Transportation Fund with the Orange County Transportation Authority.

Recommendation

Approve the Orange County Transit District Fiscal Year 2017-18 Local Transportation Fund Claim for public transportation services in the amount of \$146,621,592, and for community transit services in the amount of \$7,774,611, for a total claim amount of \$154,396,203, and authorize the Chief Executive Officer to issue allocation/disbursement instructions to the Orange County Auditor-Controller in the full amount of the claims.

6. Agreement for Insurance Brokerage Services

Al Gorski/Maggie McJilton

Overview

On February 20, 2017, the Orange County Transportation Authority issued a request for proposals for insurance brokerage services. Offers were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Approval is requested to execute an agreement for these services.

Recommendations

- A. Approve the selection of Marsh USA, Inc. as the firm to provide insurance brokerage services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1585 between the Orange County Transportation Authority and Marsh USA, Inc., in the amount of \$520,000, to provide insurance brokerage services for a five-year term, effective July 1, 2017 through June 30, 2022.



Regular Calendar

There are no Regular Calendar items scheduled.

Discussion Items

7. Interstate 405 Improvement Project Financing Update

Kirk Avila/Andrew Oftelie

Over the past year, the Orange County Transportation Authority has been working with its financing team to finalize a funding plan for the Interstate 405 Improvement Project. Staff will be providing an update on recent financing activities.

8. Fiscal Year 2017-18 Budget Workshop Follow-up

Victor Velasquez/Andrew Oftelie

Budget staff is available for follow-up questions, issues, or concerns that may have arisen at and/or since the budget workshop conducted with the Board on May 8, 2017.

9. Chief Executive Officer's Report

10. Committee Members' Reports

11. Closed Session

There are no Closed Session items scheduled.

12. Adjournment

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, May 24, 2017**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.



Committee Members Present

Andrew Do, Chairman
Steve Jones, Vice Chairman
Michael Hennessey
Richard Murphy
Miguel Pulido
Michelle Steel

Staff Present

*Ken Phipps, Deputy Chief Executive Officer
Laurena Weinert, Clerk of the Board
Gina Claridge, Board Specialist
Sahara Meisenheimer, Board Specialist
James Donich, General Counsel
OCTA Staff and Members of the General
Public*

Committee Members Absent

Todd Spitzer

Call to Order

The April 26, 2017 regular meeting of the Finance and Administration Committee was called to order by Committee Chairman Do at 10:35 a.m.

Pledge of Allegiance

Director Steel led in the Pledge of Allegiance

1. Public Comments

Public comments were received from Roy Shahbazian, who provided comments on Regular Item 13. Mr. Shahbazian asked the Committee members to support the revised budget, which includes revenue dollars from Senate Bill (SB) 1 and hopes this will continue to help with future service improvements for the bus riders of Orange County Transportation Authority (OCTA).

Special Calendar

2. Draft Southern California Regional Rail Authority Fiscal Year 2017-18 Budget Update

Arthur T. Leahy, Chief Executive Officer of Metrolink, provided opening remarks and introduced Ronnie Campbell, Chief Financial Officer of Metrolink, who presented a PowerPoint presentation on the following:

- Key Budget Points;
- Fiscal Year 2017-18 Projected Revenues;
- Fiscal Year 2017-18 Projected Expenditures;
- Revenue Allocation by Member Agency;
- Expense Allocation by Member Agency;
- Subsidy by Member Agency;
- Expense Allocation by Member Agency;



2. (Continued)

- Subsidy by Member Agency;
- Expense Allocation by Member Agency with addition of Rail 2 Rail, and
- Subsidy by Member Agency with addition of Rail 2 Rail.

A lengthy discussion ensued between Metrolink staff and the Committee regarding fuel hedging, increased ridership, on-time performance, improved ticket machines, passenger communication, safety focus, and key factors for the subsidy increase.

Consent Calendar (Items 3 through 12)

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.

3. Approval of Minutes

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to approve the minutes of the April 26, 2017 Finance and Administration Committee meeting.

4. Investment Management Service Contracts, Internal Audit Report No. 17-504

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to direct staff to implement two recommendations provided in Investment Management Service Contracts, Internal Audit Report No. 17-504.

5. Investments: Compliance, Controls, and Reporting, July 1 through December 31, 2016

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file Investments: Compliance, Controls, and Reporting, July 1 through December 31, 2016, Internal Audit Report No. 17-510, as an information item.

6. Fiscal Year 2016-17 Internal Audit Plan, Third Quarter Update

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file the third quarter update to the Orange County Transportation Authority Fiscal Year 2016-17 Internal Audit Plan as an information item.



7. Local Agency Investment Fund - February 2017

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file as an information item.

8. Local Agency Investment Fund - March 2017

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file as an information item.

9. Orange County Treasurer's Management Report - February 2017

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file as an information item.

10. Orange County Treasurer's Management Report - March 2017

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file as an information item.

11. Orange County Transportation Authority Investment and Debt Programs - March 2017

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file as an information item.

12. Third Quarter Fiscal Year 2016-17 Procurement Status Report

A motion was made by Director Pulido, seconded by Director R. Murphy, and declared passed by those present, to receive and file as an information item.

Regular Calendar

13. Orange County Transportation Authority Fiscal Year 2017-18 Budget Workshop Preview

Andrew Oftelie, Executive Director of Finance and Administration, provided opening remarks and introduced Victor Velasquez, Manager, Financial Planning & Analysis, who presented a PowerPoint on the following:

- Budget Themes;
- Budget Initiatives and Challenges;
- Budget Overview;
- Budget Sources and Uses;
- Total Budget by Program;
- Staffing Levels, and
- Next Steps.



13. (Continued)

Staff will present the fiscal year 2017-18 proposed budget in a workshop setting following the regularly scheduled Orange County Transportation Authority Board of Directors' meeting on May 8, 2017.

After a lengthy discussion ensued regarding true-up numbers, actual revenues, and SB 1 funding, no action was taken on this receive and file information item.

Discussion Items

14. Interstate 405 Improvement Project Financing Update

Andrew Oftelie, Executive Director of Finance and Administration, provided opening comments and introduced Kirk Avila, Treasurer and General Manager, the 91 Express Lanes, who explained the process of the Interstate 405 (I-405) Improvement Project financing.

A lengthy discussion ensued regarding revenues received for the OC Streetcar project, letter of credit to secure funding, Federal policies, self-funding exploration, and Request for Proposal issuance.

15. Chief Executive Officer's Report

Ken Phipps, Deputy Chief Executive Officer (DCEO), reported on the following:

- Darrell Johnson, Chief Executive Officer (CEO), is traveling on business to Washington D.C.
- The Angels Express was back in service last night and staff recorded 336 boardings, bringing the season total to 4,651 compared to 7,312 boardings at this point last year.
- On Saturday, April 29, an equestrian ride is scheduled to give the public an opportunity to see OCTA's open space properties. The ride will take place at the Ferber Ranch Preserve in Trabuco Canyon at 8:30 a.m.
- To kick off Bike Month in May, OCTA will host it's annual Bike Festival on Sunday, April 30. This year staff has teamed up with the City of Dana Point to include the festival as part of the Dana Point Grand Prix, which is one of the premier bike races in the United States. The OCTA Bike Festival is the first event in a month-long celebration of Bike Month in May.



16. Committee Members' Reports

There were no Committee Member's reports.

17. Closed Session

There were no Closed Session items scheduled.

18. Adjournment

The meeting adjourned at 11:42 a.m.

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, May 10, 2017**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.

ATTEST

Gina Claridge
Deputy Clerk of the Board

Andrew Do
Committee Chairman



May 10, 2017

To: Finance and Administration Committee

From: Darrell Johnson, Chief Executive Officer
Janet Sutter, Executive Director
Internal Audit Department

Subject: Agreements for On-Call General Auditing Services

Overview

The Internal Audit Department of the Orange County Transportation Authority relies on the services of external audit firms to perform financial, compliance, internal control, operational, and performance audits on an as-needed basis. Proposals were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to select firms to perform the required on-call general auditing services, and to authorize the Chief Executive Officer to negotiate the agreements.

Recommendations

- A. Approve the selections of BCA Watson Rice LLP; Conrad LLP; Vavrinek, Trine, Day & Company LLP; and KNL Support Services, as the firms to provide on-call general auditing services in an aggregate amount of \$450,000.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1569 between the Orange County Transportation Authority and BCA Watson Rice LLP, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.
- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1703 between the Orange County Transportation Authority and Conrad LLP, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.

- D. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1704 between the Orange County Transportation Authority and KNL Support Services, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.
- E. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1705 between the Orange County Transportation Authority and Vavrinek, Trine, Day & Company LLP, to provide on-call general auditing services for a three-year initial term effective through June 30, 2020, with two, two-year option terms.

Discussion

The Internal Audit Department (Internal Audit) of the Orange County Transportation Authority (OCTA) contracts with external audit firms on an on-call basis to perform financial, compliance, internal control, operational, and performance audits. These on-call firms augment Internal Audit staffing, allowing the department to complete its annual audit plan while providing flexibility to respond to requests by management, the Board of Directors (Board), or federal or state agencies.

Procurement Approach

This procurement was handled in accordance with OCTA's Board-approved procedures for professional and technical services. In addition to cost, many other factors are considered in an award for professional and technical services. Award is recommended to the firm (or firms) offering the most effective overall proposals considering such factors as qualifications of the firm, staffing and project organization, prior experience with similar projects, technical expertise in the field, approach to the work plan, as well as cost and price.

On February 28, 2017, Request for Proposals (RFP) 7-1569 was issued electronically on CAMM NET. The procurement was advertised on February 28 and March 7, 2017, in a newspaper of general circulation. A pre-proposal meeting was held on March 7, 2017, and was attended by four firms. One addenda was issued to provide a copy of the pre-proposal sign-in sheet and presentation.

On March 28, 2017, six proposals were received. Prior to the evaluation committee meeting, all contractual exceptions and/or deviations submitted by the proposers were reviewed. Moss Adams, LLP (Moss Adams) submitted contractual exceptions and/or deviations which were deemed non-negotiable

and was provided with the opportunity to retract the items. Moss Adams did not retract the exceptions/deviations; therefore, the firm's proposal was not included as part of the evaluation process.

An evaluation committee composed of staff from Contracts Administration and Materials Management, Internal Audit, Accounting and Financial Reporting, and Motorist Services and Special Projects departments met to review the remaining five proposals. The proposals were evaluated based on the following evaluation criteria and weights:

- | | |
|-------------------------------------|------------|
| • Qualifications of the Firm | 35 percent |
| • Staffing and Project Organization | 25 percent |
| • Work Plan | 15 percent |
| • Cost and Price | 25 percent |

The procurement sought to establish a pool of qualified firms to perform work in conformity with established and mandated criteria. Once the pool of qualified firms is established, specific work assignments will be awarded by contract task orders (CTOs), on a competitive basis as permitted by OCTA's procurement policy.

Several factors were considered in developing the criteria weights. Staff assigned the greatest importance to qualifications of the firm to emphasize the importance of the firm demonstrating substantial experience performing general auditing services as required by the scope of work. Staffing and project organization was assigned a weight of 25 percent to emphasize the staff's understanding of, and experience with, Government Auditing Standards issued by the Comptroller General of the United States, or other relevant professional audit standards. Cost and price was weighted at 25 percent to ensure hourly rates remain competitive. The work plan was weighted the lowest at 15 percent, as each CTO issued will define the specific scope of work. However, it was important that the firms demonstrate their understanding of the potential projects, approach to resource allocation, meeting project deadlines, as well as the potential challenges that might arise in performing the various types of audits.

The evaluation committee met on April 5, 2017 to review and discuss the remaining five proposals based on the evaluation criteria and short-listed four firms to be interviewed. The four firms are listed below in alphabetical order:

Firm and Location

BCA Watson Rice, LLP (BCA)
Torrance, California

Conrad, LLP (Conrad)
Lake Forest, California

KNL Support Services (KNL)
Los Angeles, California

Vavrinek, Trine, Day & Company, LLP (VTD)
Laguna Hills, California

The evaluation committee interviewed the four firms on April 13, 2017. The interviews consisted of the firms' project managers and key team members responding to the evaluation committee's questions. Questions were asked relative to the firms' experience performing similar services, understanding of the scope of work, process for quality assurance, and approach to completing an audit project within a requested timeline. After considering the responses to the questions asked during the interviews, the evaluation committee adjusted the preliminary scores for the four short-listed firms, resulting in a change to the ranking.

Based on the evaluation of the written proposals and interviews, the evaluation committee recommends the four short-listed firms for consideration of the award. The following is a brief summary of the evaluation results.

Qualifications of the Firm

The short-listed firms were all found by the evaluation committee to possess experience and expertise in general auditing services. All short-listed firms have government audit experience, as well as audit experience for transit agencies, including the Los Angeles County Metropolitan Transportation Authority, Riverside County Transportation Commission, Los Angeles World Airports, and OCTA. The short-listed firms all completed the quality control review program of the American Institute of Certified Public Accountants, in which a peer accounting firm reviews working papers and quality control procedures.

Staffing and Project Organization

Each firm proposed experienced audit teams with the majority of staff licensed as certified public accountants. The project organization structure proposed for

all short-listed firms includes oversight of staff and senior auditors by managers and partners for all engagements. Prior to the issuance of all audit reports, working papers are reviewed by partners to ensure accuracy of results.

Work Plan

The work plan proposed by each of the four firms provide a detailed approach to performing the various types of audits required per the scope of work, and demonstrated an in-depth and thorough understanding of the requirements of Internal Audit. The firms have demonstrated the flexibility and have the resources to respond to OCTA's audit needs.

Cost and Price

Pricing scores were based on a formula which assigned the highest score to the lowest proposed weighted average hourly rate, and scored the other proposals' weighted average hourly rates based on their relation to the lowest weighted average hourly rate. The short-listed firms' proposed hourly rates are competitive and consistent with prior OCTA agreements for similar services.

The rates proposed by the four firms are deemed fair and reasonable as compared to the weighted average hourly rates for all proposing firms.

Procurement Summary

Based on the evaluation of the written proposals, the firms' qualifications, and the information obtained during the interviews, the evaluation committee recommends award of four contracts to BCA, Conrad, KNL, and VTD. The teams include staff that are highly-qualified and have prior experience performing relevant auditing services for public agencies. The four firms delivered comprehensive proposals and presented interviews that were responsive to all the requirements of the RFP.

Fiscal Impact

Funding for these on-call contracts will be determined each fiscal year through the budget process. These projects are included in the proposed OCTA Fiscal Year 2017-18 Budget, Internal Audit, accounts 1610-7512-A0001-KHL and 0017-7512-M0201-KHL.

Summary

Staff recommends the Board authorize the Chief Executive Officer to negotiate and execute agreements with BCA Watson Rice LLP; Conrad LLP; KNL Support Services; and Vavrinek, Trine, Day & Company LLP, to provide on-call general auditing services, in an aggregate amount of \$450,000 for a three-year initial term, with two, two-year option terms.

Attachments

- A. Review of Proposals – RFP 7-1569 On-Call General Auditing Services
- B. Proposal Evaluation Criteria Matrix (Short-Listed Firms) – RFP 7-1569 On-Call General Auditing Services
- C. Contract History for the Past Two Years – RFP 7-1569, On-Call General Auditing Services

Prepared by:



Ricco T. Bonelli
Principal Internal Auditor
714-560-5384

Approved by:



Janet Sutter
Executive Director, Internal Audit
714-560-5591



Virginia Abadessa
Director, Contracts Administration and
Materials Management
714-560-5623

Review of Proposals
RFP 7-1569 On-Call General Auditing Services
Presented to Finance and Administration Committee - May 10, 2017
6 proposals were received, 4 firms were interviewed. 4 firms are being recommended.

Overall Ranking	Proposal Score	Firm & Location	Sub-Contractors	Evaluation Committee Comments	Weighted Average Hourly Rate
1	82	BCA Watson Rice, LLP Torrance, California	None	Extensive qualifications and experience providing auditing services. Demonstrated an excellent understanding of project requirements. Proposed a well-rounded and experienced project team. Good work plan addressing all the elements of the scope of work. Good references. Comprehensive responses to interview questions reflecting depth of experience and knowledge. Consistent with current pricing for similar services.	\$122.18
2	80	Vavrinek, Trine, Day & Company, LLP Laguna Hills, California	None	Extensive qualifications and experience providing auditing services. Demonstrated an excellent understanding of project requirements. Proposed a well-rounded and experienced project team. Good work plan addressing all the elements of the scope of work. Good references. Comprehensive responses to interview questions reflecting depth of experience and knowledge. Proposed competitive pricing.	\$142.37
3	79	Conrad, LLP Lake Forest, California	None	Extensive qualifications and experience providing auditing services. Demonstrated an excellent understanding of project requirements. Proposed a well-rounded and experienced project team. Good work plan addressing all the elements of the scope of work. Good references. Comprehensive responses to interview questions reflecting depth of experience and knowledge. Proposed competitive pricing.	\$114.16
4	78	KNL Support Services Los Angeles, California	None	Good qualifications and experience providing auditing services. Demonstrated an excellent understanding of project requirements. Proposed a well-rounded and experienced project team. Good work plan addressing all the elements of the scope of work. Good references. Relevant responses to interview questions. Proposed competitive pricing.	\$100.28

Evaluation Panel:

Contracts Administration and Materials Management (1)
Internal Audit (2)
Accounting and Financial Reporting (1)
Motorist Services and Special Projects (1)

Proposal Criteria

Qualifications of the Firm
Staffing and Project Organization
Work Plan
Cost and Price

Weight Factors

35%
25%
15%
25%

PROPOSAL EVALUATION CRITERIA MATRIX (Short-Listed Firms)
RFP 7-1569 ON-CALL GENERAL AUDITING SERVICES

FIRM: BCA WATSON RICE, LLP						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.0	4.5	4.0	4.0	4.0	7	28.7
Staffing/Project Organization	4.0	4.0	4.0	4.0	4.0	5	20.0
Work Plan	4.0	4.5	4.0	4.0	4.0	3	12.3
Cost and Price	4.1	4.1	4.1	4.1	4.1	5	20.5
Overall Score	80.5	85.5	80.5	80.5	80.5		82

FIRM: VAVRINEK, TRINE, DAY & CO., LLP						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.5	4.0	4.5	4.5	4.0	7	30.1
Staffing/Project Organization	4.0	4.0	4.5	4.0	4.0	5	20.5
Work Plan	4.0	4.0	4.5	4.0	4.0	3	12.3
Cost and Price	3.5	3.5	3.5	3.5	3.5	5	17.5
Overall Score	81.0	77.5	85.0	81.0	77.5		80

FIRM: CONRAD, LLP						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.0	3.5	4.0	4.0	4.0	7	27.3
Staffing/Project Organization	3.5	3.5	3.5	3.5	3.5	5	17.5
Work Plan	4.0	3.5	4.0	4.5	4.0	3	12.0
Cost and Price	4.4	4.4	4.4	4.4	4.4	5	22.0
Overall Score	79.5	74.5	79.5	81.0	79.5		79

FIRM: KNL SUPPORT SERVICES						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.0	3.5	3.5	3.5	3.5	7	25.2
Staffing/Project Organization	4.0	3.5	3.5	3.5	3.5	5	18.0
Work Plan	3.5	3.0	3.5	3.0	3.5	3	9.9
Cost and Price	5.0	5.0	5.0	5.0	5.0	5	25.0
Overall Score	83.5	76.0	77.5	76.0	77.5		78

The score for the non-short-listed firm was 64.

CONTRACT HISTORY FOR THE PAST TWO YEARS
RFP 7-1569 On-Call General Auditing Services

Prime and Subconsultants	Contract No.	Description	Contract Start Date	Contract End Date	Subconsultant Amount	Total Contract Amount
Conrad, LLP						
Contract Type: Contract Task Order	C-6-1357	On-Call Price Review and Buy America Services	October 1, 2016	September 30, 2019	N/A	\$ -
Subconsultants: None						
Subtotal:						\$ -
BCA Watson Rice, LLP						
Contract Type: Contract Task Order	C-2-1426	On-Call General Auditing Services	July 1, 2012	June 30, 2017	N/A	\$ -
Subconsultants: None						
Contract Type: Contract Task Order	C-1-2453	On-Call Price Review and Buy America Services	October 1, 2011	September 30, 2016	N/A	\$ -
Subconsultants: None						
Contract Type: Contract Task Order	A35602	State Transportation Improvement Program	August 1, 2016	September 1, 2016	N/A	\$ 6,500
Subconsultants: None		Planning Programing and Monitoring Compliance Audit				
Contract Type: Contract Task Order	A35108	Comprehensive Transportation Funding Program	June 15, 2016	December 31, 2016	N/A	\$ 61,875
Subconsultants: None		Compliance and Financial Audit				
Contract Type: Contract Task Order	A32347	State Transportation Improvement Program	July 9, 2015	September 1, 2015	N/A	\$ 6,500
Subconsultants: None		Planning Programing and Monitoring Compliance Audit				
Subtotal:						\$ 74,875
KNL Support Services						
Contract Type: Contract Task Order	C-1-2797	On-Call Audit Services for Price Reviews and Buy America	October 1, 2011	September 30, 2016	N/A	\$ -
Subconsultants: None						
Subtotal:						\$ -
Vavrinek, Trine, Day & Company, LLP						
Contract Type: Fixed Price	C-5-3564	Independent Annual Financial Auditing	January 19, 2016	March 31, 2019	N/A	\$ 899,700
Subconsultants: None						
Contract Type: Fixed Price	L-50012	Los Angeles – San Diego – San Luis Obispo Rail Corridor	January 26, 2016	March 31, 2019	N/A	\$ 75,000
Subconsultants: None		Financial Audit Services				
Contract Type: Fixed Price	L-5-0008	Los Angeles – San Diego – San Luis Obispo Rail Corridor	September 18, 2015	March 1, 2016	N/A	\$ 6,500
Subconsultants: None		Financial Audit Services				
Subtotal:						\$ 981,200



May 10, 2017

[Handwritten signature in blue ink]

To: Finance and Administration Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Approval of the Fiscal Year 2017-18 Local Transportation Fund Claim for Laguna Beach Public Transportation Services

Overview

The Laguna Beach Municipal Transit Lines, a department within the City of Laguna Beach, is eligible to receive funding from the Local Transportation Fund in Orange County for providing public transportation services throughout the city. To receive the funds, the Laguna Beach Municipal Transit Lines must file a claim against the Local Transportation Fund with the Orange County Transportation Authority.

Recommendation

Approve the Laguna Beach Municipal Transit Lines Fiscal Year 2017-18 Local Transportation Fund Claim for public transportation services in the amount of \$1,096,021, and authorize the Chief Executive Officer of the Orange County Transportation Authority to issue allocation/disbursement instructions to the Orange County Auditor-Controller in the amount of the claim.

Background

The Transportation Development Act (TDA) of 1971 established a funding source dedicated to public transit and transit-related projects. The TDA created in each county a Local Transportation Fund (LTF) for transportation purposes specified in the TDA. Revenues are derived from 1/4 cent of the current retail sales tax.

The LTF revenues are collected by the State Board of Equalization and returned to the local jurisdictions based on the volume of sales during each month. As required by the TDA, in Orange County the LTF receipts are deposited in the Orange County Local Transportation Fund account (Fund 182) in the Orange County Treasury and are administered by the Orange County Auditor-Controller.

In Orange County, the Orange County Transportation Authority (OCTA) is the transportation planning agency responsible for the allocation of the LTF within its jurisdiction. Upon instructions from OCTA, LTF receipts are distributed by the

Auditor-Controller among the various administrative, planning, and public transportation apportionments as specified in the TDA. The Orange County Transit District and the Laguna Beach Municipal Transit Lines (LBMTL) are the only public transit operators in Orange County eligible to receive allocations from the LTF under Article 4 of the TDA. Section 6630 of the California Code of Regulations requires the City of Laguna Beach to file a claim with OCTA in order to receive an allocation from the LTF Fund for providing public transportation throughout the city.

Discussion

On March 13, 2017 the OCTA Board of Directors approved the LTF Fiscal Year (FY) 2017-18 apportionments. The total apportionment approved for LBMTL equaled \$1,096,021. On March 28, 2017, the Laguna Beach City Council adopted a resolution authorizing the filing of an LTF claim with OCTA for public transportation services. The City of Laguna Beach submitted its FY 2017-18 LTF claim in the amount of \$1,096,021. The funds will be used by LBMTL to meet FY 2017-18 operating expenses.

The OCTA, as the transportation planning agency for Orange County, is authorized to approve LTF claims and make payments from the LTF through written instructions to the Auditor-Controller.

Summary

The OCTA's approval of the City of Laguna Beach's claim against the Orange County LTF in the amount of \$1,096,021, will enable the LBMT Lines to continue providing public transportation services throughout the City of Laguna Beach during FY 2017-18.

Attachment

None.

Prepared by:



Rene Vega
Grants and Revenue Manager
Financial Planning and Analysis
(714) 560-5702

Approved by:



Andrew Oftelie
Executive Director,
Finance and Administration
(714) 560-5649



May 10, 2017

To: Finance and Administration Committee

From: Darrell Johnson, Chief Executive Officer

Subject: Approval of the Fiscal Year 2017-18 Local Transportation Fund Claim for Public Transportation and Community Transit Services

Overview

The Orange County Transit District is eligible to receive funding from the Local Transportation Fund for providing public transportation and community transit services throughout Orange County. To receive the funds, the Orange County Transit District must file a claim against the Local Transportation Fund with the Orange County Transportation Authority.

Recommendation

Approve the Orange County Transit District Fiscal Year 2017-18 Local Transportation Fund Claim for public transportation services in the amount of \$146,621,592, and for community transit services in the amount of \$7,774,611, for a total claim amount of \$154,396,203, and authorize the Chief Executive Officer to issue allocation/disbursement instructions to the Orange County Auditor-Controller in the full amount of the claims.

Background

The Transportation Development Act (TDA) of 1971 established a funding source dedicated to public transit and transit-related projects. The TDA created in each county a Local Transportation Fund (LTF) for transportation purposes specified in the TDA. Revenues are derived from 1/4 cent of the current retail sales tax.

The LTF revenues are collected by the State Board of Equalization and returned to local jurisdictions based on the volume of sales during each month. As required by the TDA, LTF receipts are deposited with the Orange County Treasury (Fund 182) and are administered by the Orange County Auditor-Controller. The Orange County Transportation Authority (OCTA) is the transportation planning

Approval of the Fiscal Year 2017-18 Local Transportation Fund Page 2 Claim for Public Transportation and Community Transit Services

agency responsible for the allocation of the LTF. Upon instructions from OCTA, LTF receipts are disbursed by the Auditor-Controller among the various administrative, planning, and public transportation apportionments as specified in the TDA.

In Orange County, OCTA has designated the Orange County Transit District (OCTD) as the public transportation services operator and the Consolidated Transportation Services Agency; therefore, OCTD is the claimant for Article 4 and 4.5 funds. Section 6630 of the California Code of Regulations requires OCTD to file a claim with OCTA in order to receive an allocation from the LTF for providing public transportation and community transit services under Articles 4 and 4.5 of the TDA.

Discussion

On March 13, 2017, the OCTA Board of Directors approved the LTF fiscal year (FY) 2017-18 apportionments. A total of \$154,396,203 was approved for OCTD, consisting of \$146,621,592 for Article 4 public transit services and \$7,774,611 for Article 4.5 community transit services. On March 27, 2017, the OCTD Board of Directors adopted a resolution authorizing the filing of an LTF claim for a total of \$154,396,203 for funding public transportation and community transit services during FY 2017-18.

The OCTA, as the transportation planning agency for Orange County, is authorized to approve LTF claims and make payments from the LTF through written instructions to the Auditor-Controller.

Summary

The OCTA's approval of the OCTD claim against the LTF in the amount of \$154,396,203 will enable the OCTD to continue providing public transportation and community transit services throughout Orange County in FY 2017-18.

Attachments

None.

Prepared by:



Rene Vega
Grants and Revenue Manager
Financial Planning and Analysis
(714) 560-5702

Approved by:



Andrew Oftelie
Executive Director
Finance and Administration
(714) 560-5649



May 10, 2017

To: Finance and Administration Committee
From: Darrell Johnson, Chief Executive Officer
Subject: Agreement for Insurance Brokerage Services

Overview

On February 20, 2017, the Orange County Transportation Authority issued a request for proposals for insurance brokerage services. Offers were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Approval is requested to execute an agreement for these services.

Recommendations

- A. Approve the selection of Marsh USA, Inc. as the firm to provide insurance brokerage services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1585 between the Orange County Transportation Authority and Marsh USA, Inc., in the amount of \$520,000, to provide insurance brokerage services for a five-year term effective July 1, 2017 through June 30, 2022.

Discussion

The Orange County Transportation Authority (OCTA) is self-insured for excess liability and excess workers' compensation losses. In addition, OCTA purchases additional insurance through an insurance broker of record to protect OCTA's real and business personal property from accidental loss.

Currently, Marsh USA, Inc. (Marsh) is the broker of record for OCTA. Marsh markets and procures excess liability, excess workers' compensation, property, flood, earthquake, crime, security and privacy, as well as business interruption insurance.

Procurement Approach

This procurement was handled in accordance with OCTA's Board of Directors (Board)-approved procedures for professional and technical services. In addition to cost, many other factors are considered in an award for professional and technical services. The award is recommended to the firm offering the most comprehensive overall proposal considering such factors as staffing and project organization, prior experience with similar projects, work plan, as well as a fair and reasonable cost and price.

On February 20, 2017, Request for Proposals (RFP) 7-1585 was issued electronically on CAMM NET. The project was advertised in a newspaper of general circulation on February 20 and 27, 2017. A pre-proposal conference was held on February 28, 2017, with two attendees representing two firms. Addendum No. 1 was issued to provide a copy of the pre-proposal presentation and registration sheet. Addendum No. 2 was issued to advise offerors that no questions were received by the deadline identified in the RFP.

On March 16, 2017, three proposals were received. An evaluation committee consisting of OCTA staff from Contracts Administration and Materials Management and Risk Management departments, as well as external representatives from the County of Orange, City of Anaheim, and the Los Angeles – San Diego – San Luis Obispo Rail Corridor met to review all proposals received. The proposals were evaluated based on the following evaluation criteria and weights:

- | | |
|-------------------------------------|------------|
| • Qualifications of the Firm | 30 percent |
| • Staffing and Project Organization | 25 percent |
| • Work Plan | 20 percent |
| • Cost and Price | 25 percent |

Several factors were considered in developing the evaluation criteria weights. Qualifications of the firm were considered with the highest importance, as the firm must demonstrate experience in recommending insurance coverage, successfully source qualified insurance firms, and provide timely responses to inquiries in order to maintain adequate coverage and mitigate risk. Staffing and project organization was assigned a 25 percent weighting, as the project team needed to demonstrate experience in servicing similar-sized public transit agencies, and have the availability to respond to inquiries from risk management staff and OCTA's Board with minimal notice. Cost and price was assigned a 25 percent weighting to ensure that OCTA receives value for the services provided. The work plan was assigned a 20 percent weighting, as marketing, evaluating, and placing insurance is a standard function of services provided by insurance brokerage firms.

On March 23, 2017, the evaluation committee reviewed all proposals received based on the evaluation criteria, and interviewed all three firms on March 29, 2017, listed below in alphabetical order:

Firm and Location

Alliant Insurance Services, Inc. (Alliant)
Newport Beach, California

Aon Risk Insurance Services West, Inc. (Aon)
Los Angeles, California

Marsh
Irvine, California

The interviews consisted of a presentation to demonstrate the firms' understanding of OCTA's requirements for this project. The firms' project managers and key team members had an opportunity to present each team's qualifications and respond to the evaluation committee's questions. Questions were asked relative to the proposed team's experience with toll road exposures, the appropriate coverage limits for various liability programs for OCTA, self-insured retention (the dollar amount specified in a liability insurance policy that must be paid by the insured before the insurance policy will respond to a loss), together with the features and capabilities of their insurance certificate tracking system. Finally, each team was asked specific clarification questions related to their proposal.

At the conclusion of the interviews, the three firms were requested to submit a best and final offer (BAFO). The BAFO was issued to change the insurance certificate tracking services from an optional task to a required service. Firms were presented with the estimated number of OCTA contracts and were requested to submit a firm-fixed price to provide insurance certificate tracking services based on the updated information.

After considering the responses to the questions asked during the interviews and the information provided in the BAFO, the evaluation committee reviewed the preliminary ranking for all firms. As a result, the ranking of the firms remained unchanged.

Based on the evaluation of the written proposals, the firms' qualifications, the proposed firm-fixed prices, the information obtained from the interviews, and the BAFO, the evaluation committee recommends Marsh for consideration of the award. The following is a brief summary of the proposal evaluation results.

Qualifications of the Firm

Each of the three firms demonstrated experience recommending insurance coverage, successfully sourcing qualified insurance firms, and providing timely responses to inquiries in order to maintain adequate coverage and mitigate risk.

Marsh represents over 345 transportation clients in North America, including the Southern California Regional Rail Authority (Metrolink), the New York City Metropolitan Transit Authority, and the New Jersey Transit Authority. Their proposal and interview demonstrated comprehensive knowledge of OCTA's existing and future anticipated liability exposures.

Alliant represents over 50 large transit agencies including the San Diego Metropolitan Transit System, Omnitrans, and the Riverside Transit Agency (RTA). Alliant also proposed using a liability specialist subcontractor, Bedford Falls Insurance Services. This subcontractor was selected by Alliant to provide services related to the excess casualty placement, including establishing budget projections, marketing plans, maintaining marketing relationships, and developing competitive markets for consideration.

Aon has a strong presence in the transportation industry. Aon's clients include the Massachusetts Bay Transit Authority, the San Francisco Bay Rapid Transit District, and the Washington Metropolitan Transit Authority.

Staffing and Project Organization

All three firms proposed project teams with varied experience providing similar insurance brokerage services to public agencies. Some of the key staff proposed by the firms have worked with OCTA on previous insurance-related projects.

Marsh proposed the same team of professionals currently servicing OCTA. This project team is currently assigned to market, evaluate, negotiate, and place OCTA's insurance program. The majority of the proposed key personnel have over 20 years of industry experience. The project manager has 30 years of experience and handles only Southern California clients, such as the San Bernardino Associated Governments and Metrolink. The proposed project team exhibited strong cohesion during their interview, providing a seamless presentation.

Alliant proposed multiple project leads for their team of professionals who are specialized in different types of liability coverage for public entities in Orange County. The firm has a group of customer service representatives available to clients upon request. The proposed project managers have at least 15 years of industry experience. Alliant's proposed subcontractor was the only designated party to market and place OCTA's liability insurance.

The proposed account executive for Aon handles a variety of nationally-based public sector clients, including the Los Angeles County Metropolitan Transportation Authority and the San Francisco Bay Area Rapid Transit District. The proposed project manager has over 20 years of experience in the property and casualty insurance market. Although the team includes a strong account executive, the proposed project manager and the support staff have limited experience in providing insurance services to transit agencies.

Work Plan

The three firms all proposed to provide insurance brokerage services and offered a solution to introduce a certificate management program as identified in the scope of work through a subcontractor.

Marsh presented an approach to demonstrate their anticipation of OCTA's future liabilities related to cyber exposures, operating the OC Streetcar, and possible approaches to public transportation on demand. Beyond marketing and the placement of insurance, Marsh also proposed utilizing their national resources to provide source benchmarking data for analysis to assist OCTA's risk control program. In addition, their proposed certificate tracking program would be provided by a subcontractor and would be accessible by OCTA. As part of their general services, Marsh offers in-house property valuations for determining insurable values, as well as updating OCTA on regulation and legislative changes in accordance with the requirements of the scope of work.

Alliant provided a work plan that focused on their unique insurance solutions, which includes their experience with large pools for public entities. They identified exclusive programs that they utilize to reduce costs and foster competition during insurance marketing and placement efforts. Their presentation largely focused on this technique, with a small emphasis on the open market placement of insurance. In response to the BAFO, they proposed a new subcontractor who would provide a computer program for the tracking of OCTA's vendor insurance certificates. Alliant does not provide property valuations for determining insurable values, but would send requested appraisals to a subcontractor. In addition, they did not offer any services to update OCTA on regulation and legislative changes in accordance with the scope of work.

Aon's work plan primarily focused on marketing and placement of insurance services utilizing their three-stage approach. This approach consists of submission to market, carrier responses, and client binding. They did not address any reporting deliverables and did not propose providing services to update OCTA on regulation and legislative changes.

In addition, Aon does not offer property valuations for determining insurable values. Aon's certificate tracking system was limited to tracking certificates produced by Aon with an option of Aon buying licenses to a subcontractor's system.

Cost and Price

Pricing scores were based on a formula that assigns the highest score to the lowest total firm-fixed price for the tasks to be completed, and scores the other proposals' total firm-fixed prices based on their relation to the lowest total firm-fixed price. Marsh's firm-fixed price was the lowest among all proposing firms.

Procurement Summary

Based on the evaluation of the written proposals, the firms' qualifications, the information obtained from the interviews, and the BAFO, the evaluation committee recommends the selection of Marsh as the top-ranked firm to provide insurance brokerage services. Marsh demonstrated strong relevant experience and submitted a thorough and comprehensive proposal that was responsive to all requirements of the RFP. The firm presented a highly qualified staff that demonstrated a thorough understanding of the dynamics of insurance brokerage services.

Fiscal Impact

This project will be budgeted annually. The Risk Management Department has requested sufficient funds in the OCTA Proposed Fiscal Year 2017-18 Budget to adequately cover the first year's contract expense, pending approval by the Board.

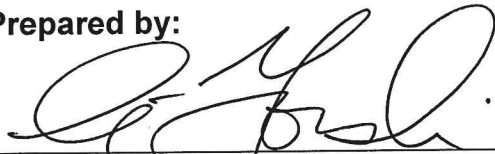
Summary

Based on the information provided, staff recommends the Board authorize the Chief Executive officer to negotiate and execute Agreement No. C-7-1585 between OCTA and Marsh, in the amount of \$520,000, to provide insurance brokerage services for a five-year term.

Attachments

- A. Review of Proposals, RFP 7-1585 Insurance Brokerage Services
- B. Proposal Evaluation Criteria Matrix, RFP 7-1585 Insurance Brokerage Services
- C. Contract History for the Past Two Years, RFP 7-1585 Insurance Brokerage Services

Prepared by:

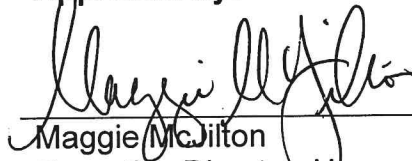


Al Gorski
Department Manager,
Risk Management
714-560-5817



Virginia Abadessa
Director, Contracts Administration and
Materials Management
714-560-5623

Approved by:



Maggie McJilton
Executive Director, Human Resources
and Organizational Development
714-560-5824

Review of Proposals
RFP 7-1585 Insurance Brokerage Services

Presented to the Finance and Administration Committee - May 10, 2017

Three proposals were received, Three firms were interviewed, One firm is being recommended.

Overall Ranking	Proposal Score	Firm & Location	Sub-Contractors	Evaluation Committee Comments	Firm-Fixed Price for Five-Year Term
1	88	Marsh USA, Inc. Irvine, California	ITS Systems	Comprehensive qualifications and experience with insurance brokerage services. Firm has experience providing insurance brokerage services in Orange County. Firm has been in business since 1871 and has over 28,000 employees. Project manager has 30 years of industry experience in Southern California. Many key personnel have 20 years experience with insurance brokerage services. Anticipating the Orange County Transportation Authority's (OCTA's) new and changing liability risk (cyber, property, rail, OC Street Car, etc.). References provided positive comments and feedback. Comprehensive interview.	\$520,000
2	82	Alliant Insurance Services, Inc. Newport Beach, California	Bedford Falls Insurance Services MyCOI	Well-qualified firm with extensive experience related to insurance brokerage services. Subcontractor to provide various activities and develop competitive markets for consideration. Firm has experience providing insurance brokerage services in Orange County. Proposed multiple project leads who specialize in different types of liability coverages. All proposed project leads work for only public entities in Orange County. Both proposed project managers have over 15 years of experience in the insurance industry. Work plan focused on unique insurance solutions, which include large pools for public entities. Did not identify the subcontractor who will conduct property valuations. References provided positive comments and feedback. Comprehensive interview.	\$521,755
3	75	Aon Risk Insurance Services West, Inc. Los Angeles, California	Arcina Risk Group LLC	Qualified firm with extensive experience related to insurance brokerage services. Firm has strong presence in the transportation industry. Project manager has 20 years of experience in property and casualty insurance market. Project manager and support staff have limited experience providing insurance services to transit agencies. Work plan does not offer property valuations for determining insurable values. Did not address reporting deliverables or services to update OCTA on regulation and legislative changes. References provided positive comments and feedback. Good interview.	\$580,000

Evaluation Panel:

Internal:

Contracts Administration and Materials Management (1)
Risk Management (1)

External:

Los Angeles – San Diego – San Luis Obispo Rail Corridor (1)
County of Orange (1)
City of Anaheim (1)

Proposal Criteria

Qualifications of the Firm
Staffing and Project Organization
Work Plan
Cost and Price

Weight Factors

30 percent
25 percent
20 percent
25 percent

PROPOSAL EVALUATION CRITERIA MATRIX
RFP 7-1585 Insurance Brokerage Services

Marsh USA, Inc.						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.00	4.50	4.00	4.50	4.00	6	25.20
Staffing/Project Organization	4.00	4.50	4.00	4.50	4.00	5	21.00
Work Plan	4.00	4.50	4.50	4.50	4.00	4	17.20
Cost and Price	5.00	5.00	5.00	5.00	5.00	5	25.00
Overall Score	85.00	92.50	87.00	92.50	85.00		88
Alliant Insurance Services, Inc.						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	4.00	4.00	4.00	4.00	4.00	6	24.00
Staffing/Project Organization	3.50	4.00	3.50	3.50	3.50	5	18.00
Work Plan	4.00	3.50	3.50	3.50	4.00	4	14.80
Cost and Price	4.98	4.98	4.98	4.98	4.98	5	24.90
Overall Score	82.40	82.90	80.40	80.40	82.40		82
Aon Risk Insurance Services West, Inc.						Weights	Overall Score
Evaluator Number	1	2	3	4	5		
Qualifications of Firm	3.50	4.00	4.00	4.00	4.00	6	23.40
Staffing/Project Organization	3.00	3.00	3.50	3.00	3.00	5	15.50
Work Plan	4.00	3.50	3.00	3.50	3.50	4	14.00
Cost and Price	4.50	4.50	4.50	4.50	4.50	5	22.50
Overall Score	74.50	75.50	76.00	75.50	75.50		75

CONTRACT HISTORY FOR THE PAST TWO YEARS
RFP 7-1585 INSURANCE BROKERAGE SERVICES

Prime and Subconsultants	Contract No.	Description	Contract Start Date	Contract End Date	Subconsultant Amount	Total Contract Amount
Marsh USA, Inc.						
Contract Type: Firm-Fixed	C-2-1310	Insurance Brokerage Services	July 1, 2012	June 30, 2017	N/A	\$ 445,000
Subconsultants: N/A						
			Sub Total			\$ 445,000
Alliant Insurance Services, Inc.						
Contract Type: Firm-Fixed	C-0-1612	Health Insurance Brokerage Services	November 30, 2010	March 31, 2016	N/A	\$ 373,332
Subconsultants: N/A						
			Sub Total			\$ 373,332
Aon Risk Insurance Services West , Inc.						
Contract Type: Firm-Fixed	C-3-1663	Workers' Compensation and Liability	July 1, 2013	June 30, 2018	N/A	\$ 30,000
Subconsultants: N/A						
			Sub Total			\$ 30,000

N/A - not applicable