



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 06/21/2022

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Alliant Insurance Services, Inc.

**\*Project Title/Description:**

Insurance Broker Services

**\*Purpose:**

Amendment of Award: Master Agreement No. MA-PO-17-273, Amendment No. 06. This Amendment extends the termination date to 06/30/2023 and adds a partial annual award amount of \$2,100,000.00 for a cumulative not-to-exceed contract amount of \$21,112,000.00. Administering Department: Finance and Risk Management.

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, on June 20, 2017, the Board of Supervisors approved an award of contract for an initial term of one (1) year and an annual award amount of \$4,040,000.00 with four (4) one-year renewal options.

On January 30, 2018, the Procurement Director approved Amendment No. 01, which extended the termination date to 06/30/2019 and added the annual award amount of \$4,040,000.00 for a cumulative not-to-exceed contract amount of \$8,080,000.00. Three (3) renewal options remained.

On April 16, 2019, the Board of Supervisors approved Amendment No. 02, which added the Stop Loss Policy and Employee Benefits Broker Services for Stop Loss Insurance and Short Term Disability and increased the annual award amount by \$366,000.00 from \$4,040,000.00 to \$4,406,000.00 for a cumulative not-to-exceed contract amount of \$8,446,000.00.

On May 16, 2019, the Procurement Director approved Amendment No. 03, which extended the termination date to 06/30/2020 and added a partial annual award amount of \$2,660,000.00 for a cumulative not-to-exceed contract amount of \$11,106,000.00. Two (2) renewal options remained.

On April 30, 2020, the Procurement Director approved Amendment No. 04, which extended the termination date to 06/30/2021 and added a partial annual award amount of \$3,500,000.00 for a cumulative not-to-exceed contract amount of \$14,606,000.00. One (1) renewal option remained.

On February 25, 2021, the Procurement Director approved Amendment No. 05, which extended the termination date to 06/30/2022 and added the annual award amount of \$4,406,000.00 for a cumulative not-to-exceed contract amount of \$19,012,000.00.

The extension is needed to allow for policies renewed during the current term to remain under contract through their expirations in 2023.

PRCUID: 253270

Attachment: Master Agreement.

**\*Program Goals/Predicted Outcomes:**

County's insurance policies will be paid in a timely manner.

**\*Public Benefit:**

Insurance premiums will be paid at the lowest possible price as researched and recommended by the Broker.

**\*Metrics Available to Measure Performance:**

County will monitor the cost of premiums and ensure County's property values are current.

**\*Retroactive:**

No.

TO: COB 6/11/22 (1)  
VERS: 9  
PGS: 2

**THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED**

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount \$ \_\_\_\_\_ \* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 17-273

Amendment No.: 6 AMS Version No.: 9

Commencement Date: 7/1/2022 New Termination Date: 6/30/2023

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 2,100,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required: Self-Insurance Trust Fund**

Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:** \_\_\_\_\_

\*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Funding Source: \_\_\_\_\_

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? \_\_\_\_\_

Contact: Procurement Officer: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley  
Date: 2022.05.24 09:24:20 -07'00' Division Manager: Ana Wilber Digitally signed by Ana Wilber  
Date: 2022.05.24 09:29:34 -07'00'  
 Department: Procurement Director: Terri Spencer Digitally signed by Terri Spencer  
Date: 2022.05.24 09:56:11 -07'00' Telephone: (520) 724-7466

Department Director Signature: Michelle Camacho Date: 5/31/2022  
 Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Administrator Signature: John Date: 6/1/2022



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 17000000000000000273

MA Version: 9

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Description: Insurance Broker Services

|                            |                                    |                       |  |            |             |                 |              |                 |
|----------------------------|------------------------------------|-----------------------|--|------------|-------------|-----------------|--------------|-----------------|
| I<br>S<br>S<br>U<br>E<br>R | Pima County Procurement Department | T<br>E<br>R<br>M<br>S | Initiation Date:   | 07-01-2022 |             |                 |              |                 |
|                            | 150 W. Congress St. 5th Fl         |                       | Expiration Date:   | 06-30-2023 |             |                 |              |                 |
|                            | Tucson AZ 85701                    |                       |  |            |             |                 |              |                 |
|                            | Issued By:                         |                       | Kelsey Braun-Shirley   |            |             |                 |              |                 |
|                            | Phone:                             |                       | 5207247466   |            |             |                 |              |                 |
|                            | Email:                             |                       | kelsey.braun-shirley@pima.gov  |            |             |                 |              |                 |
|                            |                                    |                       | <table><tr><td>NTE Amount:</td><td>\$21,112,000.00</td></tr><tr><td>Used Amount:</td><td>\$18,179,921.61</td></tr></table> |            | NTE Amount: | \$21,112,000.00 | Used Amount: | \$18,179,921.61 |
| NTE Amount:                | \$21,112,000.00                    |                       |  |            |             |                 |              |                 |
| Used Amount:               | \$18,179,921.61                    |                       |  |            |             |                 |              |                 |

|                            |                                  |          |                          |
|----------------------------|----------------------------------|----------|--------------------------|
| V<br>E<br>N<br>D<br>O<br>R | Alliant Insurance Services, Inc. | Contact: | Shawn Kraatz             |
|                            | 1301 Dove Street, Suite 200      | Phone:   | 949-660-8117             |
|                            | Newport Beach CA 92660           | Email:   | shawn.kraatz@alliant.com |
|                            |                                  | Terms:   | 0.00 %                   |
|                            |                                  | Days:    | 0                        |
|                            |                                  |          |                          |

|   |                           |
|---|---------------------------|
| Shipping Method:  | Vendor Method             |
| Delivery Type:  |                           |
| FOB:  | FOB Dest, Freight Prepaid |
| Modification Reason   |                           |
| Amendment No. 06 extends the termination date to 06/30/2023 and adds a partial annual award amount of \$2,100,000.00 for a cumulative not-to-exceed contract amount of \$21,112,000.00. |                           |

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



# MASTER AGREEMENT DETAILS

Master Agreement No: 17000000000000000273

MA Version: 9

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| Line | Description  |      |             |            |     |     |
|------|--|------|-------------|------------|-----|-----|
| 1    | Annual Broker Fee - Risk Management Insurance            |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | YEAR | \$40,000.00 |            |     |     |
| 2    | Annual Review of County Guidelines                       |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | LOT  | \$0.00      |            |     |     |
| 3    | Annual Claims Audits                                     |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | LOT  | \$0.00      |            |     |     |
| 4    | Policy and Insurance Evaluation                          |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | LOT  | \$0.00      |            |     |     |
| 5    | Risk Assessments   |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | LOT  | \$0.00      |            |     |     |
| 6    | Annual Actuarial Report                                  |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | LOT  | \$0.00      |            |     |     |
| 7    | Consulting Services on new or evolving trends            |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | LOT  | \$0.00      |            |     |     |
| 8    | Annual Broker Fee - Employee Benefits                    |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | YEAR | \$48,000.00 |            |     |     |
| 9    | Insurance Premiums - Risk Management                     |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   |      | \$0.00      |            |     |     |
| 10   | Insurance Premiums - Employee Benefits - Stop Loss       |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   |      | \$0.00      |            |     |     |
| 11   | Annual Broker Fee \$48K - Employee Benefits Paid Monthly |      |             |            |     |     |
|      | Discount   | UOM  | Unit Price  | Stock Code | VPN | MPN |
|      | 0.0000 %   | MO   | \$4,000.00  |            |     |     |