

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
SEPTEMBER 30, 2014**

**RESOLUTION NO. 2014-27**

**WHEREAS**, The Housing Authority of New Orleans (HANO) seeks to procure a qualified Louisiana Certified Insurance and Risk Management Consultant to provide a comprehensive range of risk management and related services; and

**WHEREAS**, HANO's previous contract for risk management services is scheduled to expire in the near future and a new procurement is necessary to secure the required support; and

**WHEREAS**, the Finance Department has certified there is sufficient funding for risk management services for properties in HANO's portfolio; and

**WHEREAS**, HANO issued Request for Proposals (RFP) Number 14-907-42 to procure qualified Louisiana Certified Insurance and Risk Management Services firms on Wednesday, August 27, 2014, and received responsive proposals from three (3) respondents on Thursday, September 11, 2014; and

**WHEREAS**, HANO conducted evaluations of the proposals submitted establishing Marsh USA, Inc. as the highest ranking respondent; and

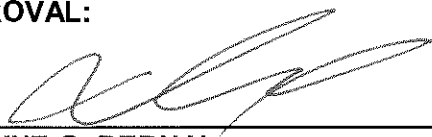
**WHEREAS**, HANO has successfully completed due diligence verification on Marsh USA, Inc. and determined it is responsible; and

**WHEREAS**, it is recommended that approval be given to award a contract to Marsh USA, Inc. at hourly rates set forth in its fee proposal in an amount not to exceed \$96,000 per year for an initial two (2) years, with an option to extend for an additional one (1) year.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes award of a contract to Marsh USA, Inc. at hourly rates set forth in its fee proposal, for the provision of risk management services and related services, in an amount not to exceed \$96,000 per year for an initial two (2) years with an option to extend for an additional one (1) year.

**Executed this 30<sup>th</sup> day of September, 2014**

**APPROVAL:**



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**DWAYNE G. BERNAL  
CHAIRMAN, BOARD OF COMMISSIONERS**



**September 30, 2014**

**MEMORANDUM**

**To: Dwayne G. Bernal  
Chairman, Board of Commissioners**

**Through: Gregg Fortner  
Executive Director**

**From: Audrey Plessy  
Procurement Manager**

**Re: Request for Proposals No. 14-907-42  
Risk Management Services**

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The Housing Authority of New Orleans (HANO) issued Request for Proposals Number 14-907-42 (RFP) on Wednesday, August 27, 2014 for the purpose of procuring qualified Louisiana Certified Insurance and Risk Management Consultants to provide a comprehensive range of risk management services with an emphasis on being a resource of knowledge and expertise in actuarial services related to Public Housing Authorities as well as to provide other risk management services, as needed, to ensure proper protection of HANO's assets.

The proposal package was prepared and distributed by the Procurement and Contracts Department. The RFP was advertised for a total of 16 days. The advertisement was published in the Times-Picayune on Wednesday, August 27, 2014, and Friday, September 5, 2014. Additionally, the solicitation in its entirety, was posted on the HANO website and made available to the public for download. A total of three (3) proposals were received on Thursday, September 11, 2014, from the following firms:

- Arthur J. Gallagher
- Marsh USA, Inc.
- Adjusters International, Inc.

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review the proposals received in response to the solicitation. On Wednesday, September 17, 2014, the evaluation committee convened and commenced with Stage I Evaluations. The Procurement and Contracts Department provided an overview of the evaluation process, and the committee began to review and discuss each proposal in detail to determine a consensus score for each are based on criteria outlined in the RFP. The results of Stage I evaluations are as follows:

| <b>Company Name</b>           | <b>Total<br/>(100 Points)</b> |
|-------------------------------|-------------------------------|
| Marsh USA, Inc.               | 92                            |
| Adjusters International, Inc. | 61                            |
| Arthur J. Gallagher           | 58                            |

Cost proposals were submitted as a part of the evaluation criteria. Based on the evaluation criteria outlined in the RFP, the proposals were to be scored on a 100 point scale, which included 15 points for submitting required documentation to comply with HANO's Employment, Training and Contracting Policy. In that Marsh USA, Inc. and Arthur J. Gallagher submitted cost proposals totaling less than \$100,000 each, they were not required to comply. Therefore, their scores were re-weighted to properly calibrate and equalize the point scale.

Based on the technical scores from Stage I of the evaluation process, the committee decided to forgo Stage II of the evaluation process and recommend award of a contract to Marsh USA, Inc. as it was the highest ranked respondent. The Fee Proposal submitted by Marsh USA, Inc. to provide Risk Management Services was reviewed and determined to be fair and reasonable in comparison to the in-house cost estimate.

A due diligence review was conducted on Marsh USA, Inc. which consisted of reference verifications regarding the previous work performance of the firm. Additionally, the List of Parties Excluded from Federal Procurement and Non Procurement Programs was checked to ensure that the firm was not debarred from participation in federally funded contracts. Further, the Louisiana Secretary of State's website was checked to determine whether the firm was active and in good standing. Results from the due diligence review indicate that the respondent is responsible.

I hereby attest that this procurement was conducted in accordance with all applicable Federal and State regulations and laws and in accordance with HANO's Procurement Policy. I further certify that Marsh USA, Inc. submitted the highest ranked proposal in response to the RFP and submitted a cost proposal that was determined to be fair and reasonable based on a comparison to the in-house cost estimate.

It is recommended that approval be given to award a contract to Marsh USA, Inc. to provide a comprehensive range of risk management services with an emphasis on being a resource of knowledge and expertise in actuarial services related to Public Housing Authorities as well as to provide other risk management services as needed to ensure proper protection of HANO's assets, at hourly rates set forth in its fee proposal, in an amount not to exceed \$96,000.00 per year for an initial two (2) years, with an option to extend for an additional one (1) year.