



EVALUATION TABULATION
RFQ No. RFQ-094-23-SK
Residential Property Insurance Broker Services

RESPONSE DEADLINE: August 2, 2023 at 3:00 pm

Thursday, August 24, 2023

CONSENSUS SCORECARD SUMMARY

Vendor	Profile of Proposer Points Based 30 Points (30%)	Project Understanding and Approach Points Based 25 Points (25%)	References and Reviews Points Based 20 Points (20%)	Questions and Answers Points Based 15 Points (15%)	Minority, Veteran, and Woman-Owned Business Points Based 5 Points (5%)
Abstract Insurance Agency LLC	25	20	20	10	0
J&J INSURANCE ASSOCIATES	14.33	8	18.33	7.33	0
MAD INSURANCE INC	29.33	24	19.67	15	0
Vendor	Location of Firm's Office Points Based 5 Points (5%)		Total Score (Max Score 100)		
Abstract Insurance Agency LLC	5		80		
J&J INSURANCE ASSOCIATES	5		53		
MAD INSURANCE INC	5		93		

PHASE 1

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Profile of Proposer	Points Based	30 (30% of Total)

Description:

1. Describe your company, including the size, years in business, range of activities, etc.
2. Identify the project manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned. The resumes may be included as an appendix.
3. Provide a list of insurance companies you work with/underwrite that provide a Builder's Risk insurance policy for a residential property that will be inhabited during the course of the housing rehabilitation construction.
4. Advise whether your company has been involved in litigation within the last five (5) years or if there is any pending litigation arising out of performance.

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Criteria	Scoring Method	Weight (Points)
Project Understanding and Approach	Points Based	25 (25% of Total)

Description:

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the Services, and your overall approach to accomplishing the Services. Provide a descriptive list of any value-added services that will be offered if awarded a contract.

Criteria	Scoring Method	Weight (Points)
References and Reviews	Points Based	20 (20% of Total)

Description:

Provide a minimum of (3) three client references, preferably government agencies, for projects or contracts of similar size, scope, and complexity that have been completed by your firm within the last five (5) years which demonstrate the experience of the firm and services as outlined in this solicitation. The City will conduct reference checks as a component of due diligence.

For each reference, Respondents must provide a completed "Vendor Reference Form" and upload in the required forms section in OpenGov.com. The Respondent must ensure that the contact information provided for each reference is up to date.

Optional: Provide a summary of customer reviews, if available. Reviews must be verifiable from actual clients and in a documented written format or provided from professional online ratings. The company's name must be clearly indicated in the review documentation.

Criteria	Scoring Method	Weight (Points)
Questions and Answers	Points Based	15 (15% of Total)

Description:

Answer the following questions and provide additional detail as needed:

1. Do you work with insurance companies that allow the homeowner to remain in the property while construction or repairs are taking place?
2. Have you ever worked with grant funded or government funded projects?
3. Do you have an after-hours contact number?

Criteria	Scoring Method	Weight (Points)
Minority, Veteran, and Woman-Owned Business	Points Based	5 (5% of Total)

Description:

If applicable, provide documentation demonstrating that the Respondent's company is certified as a minority, veteran, or woman-owned business. The company must have full-time employees located in this state, a permanent place of business located in this state, and is a firm which is at least 51-percent-owned by a minority, veteran, or woman. Formal business

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designations and certifications provided by local or State governments that meet the criteria shall be provided to document compliance.

Criteria	Scoring Method	Weight (Points)
Location of Firm's Office	Points Based	5 (5% of Total)

Description:

Points will be assigned as noted below based on the proximity of the office that will perform the work to the City of Hollywood. The address of City Hall is: 2600 Hollywood Blvd., Hollywood, FL 33020.

Location of Office*:

Within 10 miles of City Hall.....5 points

Within 11 to 23 miles of City Hall.....3 points

Within 24 to 35 miles of City Hall.....2 points

More than 35 miles from City Hall.....1 point

* Partial mileage will be rounded up or down to the nearest mile. For example, 10.45 miles will be rounded down to 10 miles and 10.55 miles will be rounded up to 11 miles.

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 100)
MAD INSURANCE INC	95	90	94	93
Abstract Insurance Agency LLC	67	81	92	80
J&J INSURANCE ASSOCIATES	40	54	65	53

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Profile of Proposer Points Based 30 Points (30%)	Project Understanding and Approach Points Based 25 Points (25%)	References and Reviews Points Based 20 Points (20%)	Questions and Answers Points Based 15 Points (15%)	Minority, Veteran, and Woman-Owned Business Points Based 5 Points (5%)
MAD INSURANCE INC	29.3	24	19.7	15	0
Abstract Insurance Agency LLC	25	20	20	10	0
J&J INSURANCE ASSOCIATES	14.3	8	18.3	7.3	0
Vendor	Location of Firm's Office Points Based 5 Points (5%)			Total Score (Max Score 100)	
MAD INSURANCE INC	5			93	

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Abstract Insurance Agency LLC		5		80	
J&J INSURANCE ASSOCIATES		5		53	