**Purchase Request #6**
**Regular Board Meeting June 2, 2025**
**Consideration of Approval to Contract for Flood Insurance Brokerage and Risk Management Services**

## ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for flood insurance brokerage and risk management services with Rick Tinker Insurance for all the College's campuses, district offices, and extension centers.

## BACKGROUND

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium charged by agents for flood insurance coverage. The College has historically purchased the NFIP insurance policies to supplement the flood insurance coverage included in the College's property insurance policy and to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and provide coverage for contents damaged by rising water.

Request for proposals (RFP) #25-25 was issued on March 31, 2025, to procure flood insurance brokerage and risk management services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from facilities services; office of emergency management services; safety, health, environment and risk management services (SHERM); and internal audit services who determined the proposal submitted by Rick Tinker Insurance will provide the best value to the College.

## IMPACT OF THIS ACTION

Approval of this contract will authorize Rick Tinker Insurance to assess the flood risk for each of the College's buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

## BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is $250,000 and will be funded by the SHERM department's 2025-2026 operating budget and subsequent years budgets.

## MONITORING AND REPORTING TIMELINE

The initial term will commence on August 20, 2025, through August 19, 2026, with four one-year renewal options.

## ATTACHMENTS

Attachment 1 - Tabulation

## RESOURCE PERSONNEL


| | | |
|---|---|---|
| Susana Gonzalez | 281-998-6129 | susana.gonzalez@sjcd.edu |
| Farrah Khalil | 281-998-6326 | farrah.khalil@sjcd.edu |

# RFP #25-25
# Flood Insurance Brokerage and Risk Management Services
# Attachment 1 – Tabulation

## QUALIFICATIONS

| # | Vendors | Section 1: Firm Experience | Section 2: Personnel Experience | Section 3: Project Understanding | Section 4: References | Section 5: Exceptions to T&Cs | Total Points |
|---|---|---|---|---|---|---|---|
| | *Total Points* | *20* | *15* | *30* | *10* | *5* | *80* |
| 1 | McGriff, Siebels & Williams | 18.00 | 14.85 | 28.20 | 9.50 | 5.00 | 75.55 |
| 2 | Rick Tinker Insurance | 18.40 | 14.85 | 28.05 | 8.50 | 5.00 | 74.80 |

## FINAL SCORES

| # | Vendors | Qualification Score | Price Score | **Final Score** |
|---|---|---|---|---|
| | *Total Points* | *80* | *20* | *100* |
| 1 | Rick Tinker Insurance | 74.80 | 20.00 | **94.80** |
| 2 | McGriff, Siebels & Williams | 75.55 | 10.00 | 85.55 |