



REVISED

AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2019-11-06 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

ITEM No.:
EE-13.

TITLE:
Recommendation of \$500,000 or Greater - FY20-010 - Consulting Services for Employee Benefits Program

REQUESTED ACTION:
Approve the recommendation to award the above Request for Proposal (RFP). Contract Term: January 1, 2020 through December 31, 2022; 3 Years, 2 Months with an option for two (2) additional one (1) year renewal periods; User Department: Benefits and Employment Services; Award Amount: \$1,900,000; Awarded Vendor(s): Gallagher Benefit Services, Inc.; Small/Minority/Women Business Enterprise Vendor(s): None.

SUMMARY EXPLANATION AND BACKGROUND:
The School Board of Broward County, Florida (SBBC), received three (3) proposals for RFP FY20-010 - Consulting Services for Employee Benefits Program from Aon Consulting, Inc., Bolton Partners, Inc. d/b/a Bolton Gelin and Gallagher Benefit Services, Inc.
A copy of the RFP documents are available online at: http://www.broward.k12.fl.us/supply/agenda/RFP_FY20-010_ConsultingServicesforEmployeeBenefitsProgram.pdf
See Supporting Docs for continuation of Summary Explanation and Background.
This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction Goal 2: Safe & Supportive Environment Goal 3: Effective Communication

FINANCIAL IMPACT:
The estimated financial impact to the District will be \$1,900,000 for the initial term of the contract. The funding source will come from the Fringe Benefits Clearing Account for the initial term of the contract. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
(1) Continuation of Summary Explanation and Background (2) Executive Summary (3) Financial Analysis Worksheet (4) Agreement (5) Recommendation Tabulation (6) Supplier Evaluation (7) Memo to Revise

BOARD ACTION:
APPROVED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Dr. Dildra Martin-Ogburn	Phone: 754-321-3100
Name: Mary C. Coker	Phone: 754-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title
Maurice L. Woods - Chief Strategy & Operations Officer

Approved In Open Board Meeting On: **NOV 06 2019**
By: *Heather P. Burkwood*
School Board Chair

Signature
Maurice Woods
11/4/2019, 3:04:24 PM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

November 1, 2019

TO: School Board Members

FROM: Maurice L. Woods 
Chief Strategy & Operations Officer

VIA: Robert W. Runcie 
Superintendent of Schools

SUBJECT: **REVISION TO EE-13, RECOMMENDATION OF \$500,000 OR GREATER
– FY20-010 – CONSULTING SERVICES FOR EMPLOYEE BENEFITS
PROGRAM, FOR THE NOVEMBER 6, 2019, SCHOOL BOARD
OPERATIONAL MEETING**

Attached is a revision to EE-13, Recommendation of \$500,000 or Greater – FY20-010 – Consulting Services for Employee Benefits Program, for the November 6, 2019, School Board operational Meeting.

Exhibits:

- Revised Agenda Request Form - ***Requested Action***

RWR/MLW/MCC:bm

cc: Senior Leadership Team

Recommendation of \$500,000 or Greater
FY20-010 – Consulting Services for Employee Benefits Program
November 6, 2019 Board Agenda

CONTINUATION OF SUMMARY EXPLANATION AND BACKGROUND

The awarded vendor will provide assistance in the development of Request for Proposals (RFPs) under Florida Statute Section 112.08 (Group Insurance for Public Officers, Employees, and Certain Volunteers; Physical Examinations), analysis and design of benefit plans, including Internal Revenue Service Section 125 Tax Code, coupled with providing assistance in drafting documents for the plans. In addition, the awardee will provide consulting services, as necessary, on matters relating to the Affordable Care Act and the employee benefits program for The School Board of Broward County, Florida, as more fully described in the RFP, Section 4.6, Scope of Services.

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY20-010 – Consulting Services for Employee Benefits Program

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award the Request for Proposal (RFP) FY20-010 – Consulting Services for Employee Benefits Program between The School Board of Broward County, Florida (SBBC), and Gallagher Benefit Services (GBS) for a period of three (3) years, beginning January 1, 2020 through December 31, 2022, with an option for two (2) additional one (1) year renewals. The estimated financial impact to the District will be \$1,900,000 for the initial term of the contract.

Goods/Services Description

Responsible: Benefits Department

Services to be provided under this RFP will include providing assistance in the development of RFPs under Florida Statute Section 112.08 (Group Insurance for Public Officers, Employees, and Certain Volunteers; Physical Examinations), analysis and design of benefit plans, including Internal Revenue Service Section 125 Tax Code, coupled with providing assistance in drafting documents for the plans. In addition, the awardee will provide consulting services, as necessary, on matters relating to the Affordable Care Act and the employee benefits program for SBBC, as more fully described in the RFP, Section 4.6, Scope of Services.

SBBC periodically conducts an evaluation of the insurance marketplace for the appropriateness of its group term life insurance, disability, dental, vision, health insurance programs, voluntary supplemental plans, and other benefits insurance programs. These programs further include a Section 125 Cafeteria Plan and related flexible spending account arrangements and tax shelter annuities. The insurance consulting firm selected will also assist in this endeavor for the term of the contract.

Procurement Method

Responsible: PWS

The procurement method chosen was through a competitive solicitation, which is required by Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

A draft RFP FY20-010 – Consulting Services for Employee Benefits Program was developed and subsequently reviewed in a public meeting by the Superintendent's Insurance & Wellness Advisory Committee (SIWAC) on February 13, 2019. On February 25, 2019, Procurement & Warehousing Services (PWS) released RFP FY20-010 – Consulting Services for Employee Benefits Program through the Onvia DemandStar System and opened on April 8, 2019 at 2:00 PM. Six hundred and forty-six (646) vendors were notified of the release of the RFP. The following consultant vendors were included for notification: Alliant, Aon Consulting, Brown & Brown of Florida, Deloitte, FBMC, Gallagher Benefit Services, Hylant, K & P Benefits, Lockton, Marsh & McLennan, Robinson Bush, USI and Willis Towers Watson. Thirty-seven (37) vendors downloaded the solicitation from Demandstar. PWS received three (3) proposals on April 8, 2019 from Aon Consulting, Inc., Bolton Partners, Inc. d/b/a Bolton Gelin and GBS.

In an effort to increase competition, respond to vendor questions, provide information and/or clarification, and to obtain feedback on the previously released RFP, PWS staff contacted numerous potential vendors via e-mail and telephone and invited them to attend a Non-Mandatory Proposers (Pre-bid) Conference. The Pre-bid Conference was held on Wednesday, March 6, 2019 at the TSSC Annex Building from 10:00 a.m.-12:00 p.m.; eight (8) potential vendors attended the Pre-bid Conference. Based on feedback received, and a review by PWS & Benefits staff, the RFP was revised in order to clarify portions of the RFP discussed during the Pre-bid Conference.

Recommendation of \$500,000 or Greater
FY20-010 – Consulting Services for Employee Benefits Program
November 6, 2019 Board Agenda
Page 2 of 3

Subsequently, the following addendums were released: Addendum One, (1) released on March 13, 2019; Addendum Two (2) released on March 22, 2019 included answers to ninety-six (96) questions; Addendum Three (3), released on March 27, 2019 and Addendum Four (4), released on April 1, 2019.

On April 26, 2019, the SIWAC met to evaluate the three (3) proposals received in response to RFP FY20-010 – Consulting Services for Employee Benefits Program. The SIWAC was informed that the proposals were reviewed by Siver Insurance Consultants, Benefits Department Staff, PWS Staff, and the District's legal counsel. It was recommended to the Committee to reject the following proposal for the reason(s) noted below:

- Aon Consulting, Inc.
The Proposer failed to meet the minimum eligibility requirements in Section 4.2.1 of the RFP.

The SIWAC voted 7-1 to reject Aon Consulting, Inc.'s proposal, for the reason(s) outlined above, and moved forward with the evaluation of the remaining proposals from Bolton Gelin and GBS.

The proposals for both Bolton Gelin and GBS were evaluated based on experience & qualifications, scope of services, Small/Minority/Women Business participation, and cost of services. As a result of the evaluations, the SIWAC voted 6-4 to select and recommend to the Superintendent of Schools, the following award:

- Gallagher Benefit Services, Inc.

GBS is a subsidiary of Arthur J. Gallagher & Co., has more than one hundred and eighty (180) offices throughout the United States, is highly respected in the marketplace and is the largest governmental consulting firm in Florida. One of Gallagher's primary focus is the K-12 market, providing expertise in the development and design of employee Benefits Plans to their School District clients.

To date, GBS is contracted with over eight hundred and fifty (850) clients in the Public Entity and Scholastic fields. Of those, fifty-three (53) percent represent counties and other governmental clients. Upon approval of this agenda item, the School Board and its employees will benefit from their expertise in the market and their understanding of SBBC's objectives of lowering both School Board and employee cost, while providing high-value benefits to District employees.

The Affirmative Procurement Method implemented in this solicitation is the Small Business Enterprise (SBE) Prime Evaluation Preference.

S/M/WBE subcontractor is HMC Healthworks, who will provide educational webinars, wellness seminars, onsite classes, podcasts, etc. for the term of the contract

Protests

A recommendation to award GBS was posted on Demandstar and PWS on May 1, 2019, at 3:00 p.m. Two (2) protests were received; one (1) from Aon Consulting, Inc., and the other from Bolton Gelin.

On May 6, 2019, an intent to protest was received from Aon Consulting, Inc. An acknowledgment of receipt of the intent to protest was sent to Aon Consulting, Inc. on May 7, 2019, from Mary C. Coker, Director of PWS, indicating that the formal written protest must be received by PWS on May 17, 2019, on or before 5:00 p.m. with a cost bond of \$21,840 included with the formal written protest. Aon Consulting, Inc.'s formal written protest was received by PWS on May 15, 2019 at 4:38 p.m. and did not include the cost bond with the letter. On May 23, 2019, a letter from Mary C. Coker, was sent to Aon Consulting, Inc. to dismiss the bid protest for failure to timely file the bid protest bond with PWS as required by Purchasing Policy 3320, Part VIII.

Recommendation of \$500,000 or Greater
FY20-010 – Consulting Services for Employee Benefits Program
November 6, 2019 Board Agenda
Page 3 of 3

On May 6, 2019, an intent to protest was received from Shutts & Bowen LLP, representing Bolton Gelin. An acknowledgment of receipt of the intent to protest was sent to Shutts & Bowen LLP on May 7, 2019, from Mary C. Coker, indicating that the formal written protest must be received by PWS on May 17, 2019, on or before 5:00 p.m. with a cost bond of \$21,840 included with the formal written protest. The formal written protest from Shutts & Bowen LLP representing Bolton Gelin was received by PWS on May 15, 2019 and included their cost bond as specified.

In accordance with Section 120.57(3) and Purchasing Policy 3320, Part VIII, the School Board provided an opportunity to resolve the protest by mutual agreement on June 26, 2019, from 9:00 a.m. to 12:15 p.m. at the Kathleen C. Wright Administration Center in the Pre-Function Room. After hearing presentations by all parties, the Bid Protest Committee voted to reject the Bolton Gelin’s protest and uphold the recommendation to award the RFP to Gallagher Benefit Services, Inc. Bolton Gelin accepted the outcome of the Protest Committee’s recommendation and did not pursue the case to the Department of Administrative Hearings.

Financial Impact
Responsible: PWS and Benefits Department

The estimated financial impact to the District will be \$1,900,000 for the initial term of the contract. The funding source will come from the Fringe Benefits Clearing Account for the initial term of the contract. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

Cost of Services Breakdown

Annual Service	Flat Fee
2019-2020	\$ 624,000
2020-2021	\$ 624,000
2021-2022	\$ 624,000
Total	\$ 1,872,000

Additional Services*	Hourly Cost
Lead Consultant	\$ 278
Senior Consultant	\$ 228
Attorney	\$ 278
Consultant	\$ 175
Fellow Actuary	\$ 294
Associate Actuary	\$ 232
Medical Consultant/Florida Licensed Physician	\$300 - \$500 (If needed)
Clerical	No Charge
Auditing Services	Varies based on scope
PharmD	\$ 278
Pharmacy Consultant	\$ 258
Wellness Consultant	\$ 258

(* Additional services which fall outside the negotiated scope of services for this contract

AGREEMENT

THIS AGREEMENT is made and entered into as of this 6th day of November, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

GALLAGHER BENEFIT SERVICES, INC.

(hereinafter referred to as "GBS"),
whose principal place of business is
2255 Glades Road, Suite 200E
Boca Raton, Florida 33431

WHEREAS, SBBC issued a Request for Proposal, identified as RFP FY20-010 – Consulting Services for Employee Benefits Program (hereinafter referred to as "RFP"); dated February 25, 2019 and amended by Addendum No. 4, dated April 1, 2019, Addendum No. 3, dated March 27, 2019, Addendum No. 2, dated March 22, 2019 and Addendum No. 1, dated March 13, 2019 which are incorporated by reference herein, for the purpose of receiving proposals for consulting services for employee benefits program; and

WHEREAS, GBS offered a proposal dated April 2, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to the RFP; and

WHEREAS, GBS desires to provide these services to SBBC and SBBC desires to receive from GBS consulting services for employee benefits program described in the RFP.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement:** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on **January 1, 2020** and shall conclude on **December 31, 2022**. The term of this Agreement may, by mutual agreement between SBBC and GBS, upon the Superintendent's Insurance & Wellness Advisory Committee's recommendation to the Superintendent and the Board's approval, be extended for two (2) additional one-year periods (Renewal Contract Period). If needed upon, SBBC's sole option after

the initial or any one-year renewal option, an extension of 180 days beyond the expiration date of the renewal period at a rate change not to exceed three (3) percent per-adjustment, for the previous twelve (12) months of the anniversary date. SBBC's Benefits Department, will, if considering renewing, request a letter consenting to renewal from GBS, prior to the end of the current contract period. GBS will be notified when the recommendation has been acted upon by the School Board. All prices shall be firm for the initial term of the contract, three (3) years and as stated in Section 2.5 of the RFP. Any renewal period shall be approved by an Amendment to this Agreement executed by both Parties.

2.02 **Services.** GBS shall provide SBBC with services as proposed in GBS's Proposal and in compliance with this Agreement, the RFP and its Addenda, as negotiated.

2.03 **Costs of Services.** SBBC shall pay GBS the total flat annual fee, paid in monthly installments of \$52,000 for employee benefit insurance consultant services to be provided to SBBC by GBS during the initial contract period upon the execution of all Parties and continuing through December 31, 2022 as follows:

2020 - \$624,000
 2021 - \$624,000
 2022 - \$624,000

If SBBC elects to exercise its option after the initial contract period to extend the contract for one or both of the two (2) one-year renewal options and a rate increase is approved for the first renewal contract period, the increase shall also be in effect if SBBC enters into a second renewal contract period. Request(s) for price adjustment(s) shall not exceed three (3) percent per-adjustment for the previous 12 months of the anniversary date.

SBBC shall pay GBS the following hourly rates for special projects requested by SBBC, which fall outside the negotiated scope of services for this contract. The hourly rates are as follows:

Lead Consultant:	\$278 per hour
Senior Consultant:	\$228 per hour
Attorney:	\$278 per hour
Consultant:	\$175 per hour
Fellow Actuary:	\$294 per hour
Associate Actuary:	\$232 per hour
Medical Consultant (Florida Licensed Physician)	\$300 to \$500 – if used
Clerical	No Charge
Auditing Services	Varies based on scope
PharmD	\$278 per hour
Pharmacy Consultant	\$258 per hour
Wellness Consultant	\$258 per hour

GBS may offer SBBC a special educational discount for pricing and reduce the cost of services during the term of this Agreement. GBS may invoice SBBC at an hourly rate less than its original bid price.

2.04 **Claims Auditing Services.** GBS agrees to conduct an annual randomly selected medical claims audit for review and financial evaluation during the initial contract period. If SBBC exercises its options to renew the contract in years four (4) and five (5) GBS agrees to conduct an audit, as noted above for each contract renewal period.

2.05 **Small/Minority/Women Business Enterprise.** GBS will provide for S/M/WBE participation during its performance services under this Agreement and for each one-year renewal period, if extended by utilizing an S/M/WBE certified vendor and agrees to allocate a minimum of \$18,720 annually, preferably to a local Broward County vendor, or 3% of the total contract value, including special projects, to the certified S/M/WBE vendor.

GBS also agrees to allocate a minimum of \$5,000 annually to the District's Broward Education Foundaton for Minority Scholarships for the initial term of this Agreement and for each one-year renewal period, if extended.

2.06 **Wellness Newsletter.** GBS agrees to pay for the development of a monthly Employee Wellness Newsletter for SBBC for the initial term of this Agreement and for each one-year renewal period, if extended.

2.07 **Priority of Documents.** In the event of a conflict between documents, the following priority shall govern:

- First: This Agreement, then;
- Second: Addendum No. 4, dated, April 1, 2019, then;
- Third: Addendum No. 3, dated March 27, 2019, then;
- Fourth: Addendum No. 2, dated March 22, 2019, then;
- Fifth: Addendum No. 1, dated March 13, 2019, then;
- Sixth: RFP FY20-010 – Consulting Services for Employee Benefits Program, then;
- Seventh: The Proposal submitted in response to the RFP by GBS.

2.08 **SBBC Disclosure of Education Records and Employee Information.** Although no student education records shall be disclosed pursuant to this Agreement, should GBS come into contract with education records during the course of contracted responsibilities, these records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA) and state laws and may not be used or re-disclosed. Any use or re-disclosure may violate applicable federal and state laws. Likewise, no employee information shall be disclosed by SBBC to GBS. Should GBS come into contact with employee information, it may not be re-disclosed except as required or permitted by law.

2.09 **SBBC Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, GBS shall:

- 1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state

or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third Party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any Party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition. GBS will be allowed to retain all documents necessary for archival purposes, and any confidential information stored as a result of backup email systems would be deemed infeasible to return.

(c) GBS shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the Party, or an officer, employee, agent, representative, contractor, or sub-contractor of the Party to the extent that the Party or an officer, employee, agent, representative, contractor, or sub-contractor of the Party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.10 **HIPAA Compliance.** GBS acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances; and shall enter into SBBC's HIPAA Business Associate Agreement ("BAA") attached as **Attachment A**. PHI may be used and disclosed only in compliance with HIPAA.

2.11 **Inspection of GBS Records by SBBC.** GBS shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All GBS's applicable records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify the applicable business records of GBS directly relating to this Agreement in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to GBS's records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to GBS pursuant to this Agreement.

(b) Notice of Inspection. SBBC's agent or its authorized representative shall provide GBS reasonable advance written notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(c) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to GBS's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(d) Failure to Permit Inspection. Failure by GBS to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for SBBC's denial of some or all of any GBS's claims for payment.

(e) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by GBS in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by GBS. If the audit discloses billings or charges to which GBS is not contractually entitled, GBS shall pay said sum to SBBC within twenty (20) calendar days of receipt of written demand unless otherwise agreed to in writing by both Parties.

(f) Inspection of Subcontractor's Records. If applicable, GBS shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by GBS to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to GBS pursuant to this Agreement and such excluded costs shall become the liability of GBS.

(g) Inspector General Audits. GBS shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.12 Notice. When any of the Parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the Party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director, Benefits & Employment Services The School Board of Broward County, Florida 7770 West Oakland Park Boulevard Sunrise, Florida 33351

To GBS: Jeffrey P. Angello, Florida Market President
Gallagher Benefit Services, Inc.
2255 Glades Road, Suite 200E
Boca Raton, Florida 33431

With a Copy to: Barbara L. Crowe, Area Senior Vice President, Health &
Welfare Consulting
Gallagher Benefit Services, Inc.
2255 Glades Road, Suite 200E
Boca Raton, Florida 33431

2.13 **Background Screening.** GBS shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468 Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of GBS or its personnel providing any services under the conditions described in the previous sentence. GBS shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to GBS and its personnel. The Parties agree that the failure of GBS to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. GBS agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from GBS's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.14 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By GBS: GBS agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by GBS, its agents, servants or employees; the equipment of GBS, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of GBS or the negligence of GBS's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by GBS, SBBC or otherwise.

2.15 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. GBS shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, GBS shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. GBS shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if GBS does not transfer the public records to SBBC. Upon completion of the Agreement, GBS shall transfer, at no cost, to SBBC all public records in possession of GBS or keep and maintain public records required by SBBC to perform the services required under the Agreement. If GBS transfers all public records to SBBC upon completion of the Agreement, GBS shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If GBS keeps and maintains public records upon completion of the Agreement, GBS shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems. GBS will be allowed to retain all documents necessary for archival purposes, and any confidential information stored as a result of backup email systems would be deemed infeasible to return.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.16 **Insurance Requirements.** GBS shall comply with the following insurance requirements throughout the term of this Agreement:

(a) **General Liability.** GBS shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

(b) **Professional Liability/Errors & Omissions.** GBS shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than \$3,000,000 per occurrence covering services provided under this Agreement.

(c) **Workers' Compensation.** GBS shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida

Statutes, and Employer's Liability limits shall not be less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Cyber Liability Insurance: Limits of not less than \$3,000,000 for each wrongful act, and \$3,000,000 in the Aggregate that provides coverage for: Liability for security or privacy breaches, including loss or unauthorized access to SBBC's data; Costs associated with a privacy breach, including consumer notification, customer support and crisis management, and costs of providing credit monitoring services; Expenses related to regulatory compliance, government investigations, fines, fees assessments and penalties; Costs of restoring, updating or replacing data; Privacy liability losses connected to network security, privacy, and media liability; "Insured versus insured" exclusion prohibited.

(e) Auto Liability. GBS shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by GBS to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit GBS to remedy any deficiencies. GBS must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

- 1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured to the Commercial General Liability policy only.
- 2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.
- 3) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. GBS is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and that any canceled or non-renewed policies will be replaced with no coverage gap through a certificate of coverage.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or certificate of coverage, herein throughout the term of this Agreement.

2.17 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, GBS represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC's Policy No. 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, GBS shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall GBS retaliate against any person for reporting instances of such discrimination. GBS shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. GBS understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third Party.

2.18 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other Party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.19 **Excess Funds.** Any Party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

2.20 **Incorporation by Reference.** Attachment A is attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations

under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries.** The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the Parties intend to directly or substantially benefit a third-Party by this Agreement. The Parties agree that there are no third-Party beneficiaries to this Agreement and that no third-Party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The Parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither Party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other Party unless specifically authorized in writing to do so. No right to SBBC's retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other Party or the other Party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The Parties agree that, in the event that either Party is in default of its obligations under this Agreement, the non-defaulting Party shall provide to the defaulting Party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting Party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting Party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting Party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any Party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other Parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any Party to this Agreement after the termination of this Agreement. Any Party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each Party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each Party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any Party without the prior written consent of the other Party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement.** The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual

intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

3.15 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.

3.16 **Waiver.** The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the Party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure.** Neither Party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either Party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either Party be deemed Force Majeure.

3.18 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority.** Each person signing this Agreement on behalf of either Party individually warrants that he or she has full legal power to execute this Agreement on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

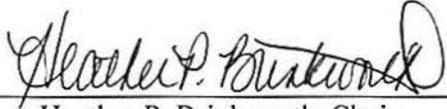
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FOR SBBC:

(Corporate Seal)

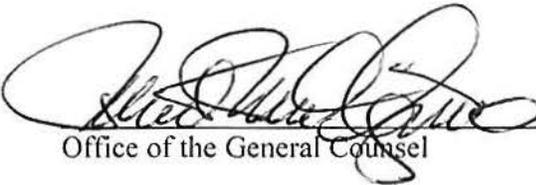
THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By 
Heather P. Brinkworth, Chair


Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

 10/29/19
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR GBS:

(Corporate Seal)

GALLAGHER BENEFIT SERVICES, INC.

ATTEST:

By [Signature]

Print Name: Jeffrey P. Angello

Title: Florida Market President

[Signature] Secretary
 -or-
[Signature] Witness
[Signature] Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF FLORIDA

COUNTY OF PALM BEACH

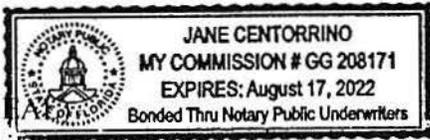
The foregoing instrument was acknowledged before me this 24TH day of OCTOBER, 20 19 by JEFFREY ANGELLO of

Name of Person

GALLAGHER BENEFIT SERVICES, INC. on behalf of the corporation/agency.
Name of Corporation or Agency

He/She is personally known to me or produced _____ as
identification and did/did not first take an oath. Type of Identification

My Commission Expires:



Jane Centorrino
Signature - Notary Public

JANE CENTORRINO
Printed Name of Notary

8-17-22
Notary's Commission No.

Attachment A

HIPAA BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("*Agreement*") is made and entered into as of this 6th day of November 2019 the "*Effective Date*", by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "*SBBC*" or "*Covered Entity*"),
a body corporate and political subdivision of the State of
Florida, whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida

33301 and

GALLAGHER BENEFIT SERVICES, INC.
(hereinafter referred to as "*Business Associate*"), whose principal place of
business is
2850 Golf Road
Rolling Meadows, Illinois 60008

WHEREAS, by virtue of some of the services that Business Associate performs for SBBC, Business Associate may be a "business associate," as that term is defined in 45 C.F.R. §160.103; and

WHEREAS, SBBC and Business Associate may share Protected Health Information ("*PHI*") (as defined below) in the course of their relationship; and

WHEREAS, SBBC and Business Associate understand that, with respect to coverages subject to regulation under the Health Insurance Portability and Accountability Act of 1996 ("*HIPAA*"), they are subject to the requirements governing business associates, including but not limited to the Privacy Rule and the Security Rule (both defined below) of HIPAA, the Health Information Technology for Economic and Clinical Health Act of 2009 ("*HITECH*"), the Omnibus Rule of 2013, and applicable Florida law, any of which may be amended from time to time or supplemented by new legislation or guidance (hereinafter collectively referred to as "*Business Associate Requirements*"); and

WHEREAS, SBBC and Business Associate intend to fully comply with current and future Business Associate requirements and mutually desire to outline their individual responsibilities with respect to Protected Health Information ("*PHI*") as mandated by the "Privacy Rule", the "Security Rule", and the HITECH Act; and

WHEREAS, SBBC and Business Associate understand and agree that the Business Associate requirements require SBBC and Business Associate to enter into a Business Associate Agreement which shall govern the use and/or disclosure of PHI and the security of Electronic PHI ("*ePHI*").

NOW, THEREFORE, the Parties hereto agree as follows:

ARTICLE 1 – RECITALS

1. **Definitions.** When used in this Agreement and capitalized, the following terms have the following meanings:
 - (a) "***Breach***" has the same meaning as that term is defined in §13400 of the HITECH Act and shall include the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information.

ARTICLE 1 – RECITALS

- (b) "**Business Associate**" shall mean Business Associate named above and shall include all successors, assigns, affiliates, subsidiaries, and related companies.
- (c) "**Designated Record Set**" has the same meaning as the term "designated record set" in 45 CFR §164.501, which includes enrollment, payment, billing, claims adjudication and case or medical management record systems maintained by or for a health plan, or other information used in whole or part by or for the Plan to make decisions about individuals.
- (d) "**EDI Rule**" shall mean the Standards for Electronic Transactions as set forth at 45 CFR Parts 160, Subpart A and 162, Subpart A and I through R.
- (e) "**Electronic PHI**" or "ePHI", shall mean PHI that is transmitted by or maintained in electronic media.
- (f) "**HIPAA**" means the Health Insurance Portability and Accountability Act of 1996.
- (g) "**HITECH Act**" means the Health Information Technology for Economic and Clinical Health Act of 2009.
- (h) "**Individual**" shall have the same meaning as the term "Individual" in 45 C.F.R. §160.103 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. §164.502(g).
- (i) "**Minimum Necessary**" means the least amount of PHI needed to accomplish the intended purpose of the use or disclosure.
- (j) "**Omnibus Rule**" means the HIPAA Omnibus Rule of 2013.
- (k) "**Privacy Rule**" shall mean the Standards for Privacy of Individually Identifiable Health Information as set forth in 45 C.F.R. Parts 160 and 164, subparts A and E.
- (l) "**Protected Health Information**" or "**PHI**" shall have the same meaning as the term "protected health information" in 45 C.F.R. §160.103 (as amended by the HITECH Act) limited to the information created or received by Business Associate from or on behalf of SBBC.
- (m) "**Required by Law**" shall have the same meaning as the term "required by law" in 45 C.F.R. §164.103.
- (n) "**Secretary**" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- (o) "**Security Rule**" shall mean the Standards for Security of ePHI as set forth in 45 C.F.R. Parts 160 and 164 Subpart C.
- (p) "**Unsecured PHI**" shall mean PHI that is not secured through the use of a technology or methodology specified by the Secretary in guidance or as otherwise defined in §13402(h) of the HITECH Act.

Terms used but not defined in this Agreement shall have the same meaning as those terms in 45 C.F.R. §§ 164.103 and 164.501 and the HITECH Act.

ARTICLE 2 – SPECIAL CONDITIONS

2. Obligations and Activities of Business Associate Regarding PHI.

- (a) Business Associate agrees to not use or further disclose PHI other than as permitted or required by this Agreement or as Required by Law.
- (b) Business Associate agrees to comply with the “Minimum Necessary” rule when using, disclosing, or requesting PHI, except when a specific exception applies under HIPAA or the HITECH Act.
- (c) Business Associate agrees to use appropriate safeguards and comply, where applicable, with the HIPAA Security Rule to prevent use or disclosure of the PHI other than as provided for by this Agreement.
- (d) Business Associate agrees to report to SBBC, as soon as reasonably practicable, any impermissible use or disclosure of PHI it becomes aware of, and any use or disclosure of PHI not provided for by this Agreement. Any report of breach should be in substantially the same form as Exhibit A hereto.
- (e) Business associate shall promptly inform SBBC of a Breach of Unsecured PHI within the next business day of when Business Associate knows of such Breach
- (f) For the Breach of Unsecured PHI in its possession:
 - 1. Business Associate will perform a Risk Assessment to determine if there is a low probability that the PHI has been compromised. Business Associate will provide SBBC with documentation showing the results of the Risk Assessment. The Risk Assessment will consider at minimum the following factors:
 - a. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
 - b. The unauthorized person who used the PHI or to whom the disclosure was made;
 - c. Whether the PHI was actually acquired or viewed; and
 - d. The extent to which the risk to the PHI has been mitigated.
 - 2. Business Associate will prepare and distribute, at its own cost, any and all required notifications under Federal and Florida law, or reimburse SBBC any direct costs incurred by SBBC for doing so.
 - 3. Business Associate shall be responsible for all fines or penalties incurred for failure to meet Breach notice requirements pursuant to Federal and/or Florida law.

ARTICLE 2 – SPECIAL CONDITIONS

- (g) Business Associate agrees to ensure that, and obtain assurance from, any and all agents, including sub-contractors (excluding entities that are merely conduits), to whom it provides PHI, to agree to the same restrictions and conditions that apply to Business Associate with respect to such information. All agents and subcontractors engaged by the Business Associate that create, maintain, receive or transmit PHI must comply with the HIPAA Rules, including the rules to extend the requirements to the agent's or subcontractor's subcontractors.
- (h) Business Associate agrees to provide SBBC access, at the request of SBBC, and in the time and manner designated by SBBC, to PHI in a Designated Record Set, in order for SBBC to meet the requirements under 45 C.F.R. § 164.524.
- (i) Business Associate agrees to amend PHI in a Designated Record Set at SBBC's, or an Individual's, direction pursuant to 45 C.F.R. § 164.526, in the time and manner designated by SBBC. Business Associate agrees to make internal practices, policies, books and records relating to the use and disclosure of PHI available to SBBC, or at the request of SBBC to the Secretary, in a time and manner as designated by SBBC or the Secretary, for purposes of the Secretary determining SBBC's compliance with the Privacy Rule. Business Associate shall immediately notify SBBC upon receipt or notice of any and all requests by the Secretary to conduct an investigation with respect to PHI received from SBBC.
- (j) Business Associate agrees to document any and all disclosures of PHI and information related to such disclosures that are not excepted under 45 C.F.R. § 164.528(a)(1) as would be reasonably required for SBBC to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
- (k) Business Associate agrees to provide to SBBC or an Individual, in a time and manner designated by SBBC, information collected in accordance with paragraph (j) above, to permit SBBC to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
- (l) Business Associate agrees to use or disclose PHI pursuant to the request of SBBC; provided, however, that SBBC shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by SBBC.
- (m) Business Associate agrees to mitigate, to the extent practicable, any and all harmful effects that are known to Business Associate of a use or disclosure of PHI, or a Breach of Unsecured PHI, by Business Associate in violation of the requirements of this Agreement, the Privacy Rule, the Security Rule, the HITECH Act or HIPAA generally.
- (n) Business Associate shall provide SBBC with a copy of any notice of privacy practices it produces in accordance with 45 C.F.R. § 164.520, as well as any and all changes to such notice.
- (o) Business Associate, if performing a function that applies to Covered Entity, agrees to comply with the requirements that apply to the Covered Entity.

ARTICLE 2 – SPECIAL CONDITIONS

3. Permitted Uses and Disclosures of PHI by “Business Associate”.

- (a) Except as otherwise limited by this Agreement, Business Associate may use or disclose PHI to perform functions, activities or services for, or on behalf of, SBBC pursuant to any Agreements for services between the Parties provided that such use or disclosure would not violate the Privacy Rule if done by SBBC.
- (b) Except as otherwise limited by this Agreement, Business Associate may use PHI for the proper management and administration of Business Associate and to carry out the legal responsibilities of Business Associate.
- (c) Except as otherwise limited by this Agreement, Business Associate may disclose PHI for the proper management and administration of Business Associate and to carry out the legal responsibilities of Business Associate if: (i) such disclosure is required by law, or (ii) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that such information will remain confidential and used or further disclosed only as Required by Law or for the purposes for which it was disclosed to the person, and the person agrees to notify Business Associate of any and all instances of which it is aware that the confidentiality of the information has been breached.
- (d) Except as otherwise limited by this Agreement, Business Associate may use PHI to provide Data Aggregation services to SBBC as permitted by 42 C.F.R. § 164.504(e)(2)(i)(B).

4. Obligations of SBBC Regarding PHI.

- (a) SBBC shall provide Business Associate with the notice of privacy practices that SBBC produces in accordance with 45 C.F.R. § 164.520, as well as any changes to such notice.
- (b) SBBC shall provide Business Associate with any and all changes in, or revocation of, authorization by an Individual to use or disclose PHI, if such changes affect Business Associate’s permitted or required uses and disclosures.
- (c) SBBC shall notify Business Associate of any and all restrictions to the use or disclosure of PHI that SBBC has agreed to in accordance with 45 C.F.R. § 164.522.
- (d) SBBC and its representatives shall be entitled to audit Business Associate from time-to-time to verify Business Associate’s compliance with the terms of this Agreement. SBBC shall provide Business Associate written notice at least ten (10) business days prior to the audit described in this paragraph. SBBC shall be entitled and enabled to inspect the records and other information relevant to Business Associate’s compliance with the terms of this Agreement. SBBC shall conduct its review during the normal business hours of Business Associate, as the case may be, and to the extent feasible without unreasonably interfering with Business Associate’s normal operations.

5. Security of Electronic Protected Health Information.

- (a) Business Associate has implemented policies and procedures to ensure that its receipt, maintenance, or transmission of “electronic protected health information” (as defined in 45 C.F.R. §160.103) (“ePHI”) on behalf of SBBC complies with the applicable administrative, physical, and technical safeguards required for protecting the confidentiality and integrity of ePHI in 45 C.F.R. Part 160 and 164 subpart C.

ARTICLE 2 – SPECIAL CONDITIONS

- (b) Business Associate agrees that it will ensure that its agents or subcontractors agree to implement the applicable administrative, physical, and technical safeguards required to protect the confidentiality and integrity of ePHI pursuant to 45 C.F.R. Part 164.
- (c) Business Associate agrees to report to SBBC all Security Incidents (as defined by 45 C.F.R. Part 164.304 and in accordance with applicable Florida law) of which it becomes aware. Business Associate agrees to report the Security Incident to SBBC as soon as reasonably practicable, but not later than 10 business days from the date the Business Associate becomes aware of the incident.
- (d) SBBC agrees and understands that SBBC is independently responsible for the security of ePHI in its possession or for ePHI that it receives from outside sources including Business Associate.

6. Compliance with EDI Rule.

Business Associate agrees that it will comply with all applicable EDI standards. Business Associate further agrees that it will use its best efforts to comply with all applicable regulatory provisions in addition to the EDI Rule and the Privacy Rule that are promulgated pursuant to the Administrative Simplification Subtitle of HIPAA.

7. Subsequent Legislative or Regulatory Changes.

Any and all amendments to the laws or regulations affecting the Privacy Rule, Security Rule, the HITECH Act, Omnibus Rule, or HIPAA shall be deemed to amend this Agreement and be incorporated without further action of the Parties.

8. Amendment.

The Parties shall amend this Agreement, as is necessary, so that SBBC remains in compliance with any future changes to the Privacy Rule, the Security Rule, the HITECH Act and HIPAA. The Parties may amend this Agreement for any other reasons as they deem appropriate. This Agreement shall not be amended except by written instrument executed by the Parties.

9. Term and Termination.

- (a) *Term.* This Agreement shall be effective upon the execution of all Parties and shall remain in effect until such time as SBBC exercises its rights of termination under section 9(b) or 9(c) and until the requirements of Section 9(d) below are satisfied. The rights and obligations of Business Associate under Section 9(d) shall survive termination of this Agreement.
- (b) *Termination for Convenience.* This Agreement may be terminated without cause and for convenience by SBBC during the term thereof upon thirty (30) days written notice to Business Associate.
- (c) *Termination for Cause by SBBC.* Upon SBBC's knowledge of a material breach by Business Associate, SBBC shall provide an opportunity for Business Associate to cure the breach. If Business Associate does not cure the breach within thirty (30) days from the date that SBBC provides notice, SBBC shall have the right to terminate this Agreement, the Service Agreement, or both, by providing thirty (30) days advance written notice of such termination to Business Associate.

ARTICLE 2 – SPECIAL CONDITIONS

SBBC may terminate this Agreement without penalty or recourse to SBBC if SBBC determines that Business Associate has violated a material term of this Agreement.

Upon Business Associate knowledge of a material breach by SBBC, Business Associate shall provide an opportunity for SBBC to cure the breach. If SBBC does not cure the breach within thirty (30) days of the date that Business Associate provides notice of such breach to SBBC, Business Associate shall have the right to terminate this Agreement, the Service Agreement, or both, by providing thirty (30) days advance written notice of such termination to SBBC.

- (d) *Effect of Termination.* Upon termination of this Agreement for any reason, Business Associate shall return or destroy all PHI received from SBBC, or created or received by Business Associate on behalf of SBBC. Business Associate shall not retain any copies of the PHI except to the extent that the destruction or return of the PHI is infeasible. Business Associate shall provide to SBBC written notification of the conditions that make return or destruction of the PHI infeasible. If it is determined by SBBC that the return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that SBBC explicitly authorizes in writing for so long as Business Associate maintains such PHI.

10. Indemnification.

- (a) By SBBC: SBBC agrees to be fully responsible for its acts of negligence or its agent's acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.
- (b) By Business Associate: Business Associate agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery cost, court costs and all other sums which SBBC, its agents, servants and employees must pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods, or services furnished by Business Associate, its agents, servants or employees; the equipment of Business Associate, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of Business Associate's agents when acting within the scope of their employment or agency, whether such claims, judgments, costs and expenses be for damages, damage to property including Business Associate's property, and injury or death of any person whether employed by Business Associate, SBBC or otherwise.

11. No Waiver of Sovereign Immunity.

Nothing contained herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or as a waiver of limits to liability or rights existing under Section 768.28, Florida Statutes.

ARTICLE 3 – GENERAL CONDITIONS

12. No Third Party Beneficiaries.

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. The Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third Parties in any matter arising out of any contract.

13. Non-Discrimination.

The Parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation.

14. Records.

Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

15. Preparation of Agreement.

The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

16. Waiver.

The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

17. Compliance with Laws.

Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

18. Binding Effect.

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

19. Assignment.

Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

ARTICLE 3 – GENERAL CONDITIONS

20. Force Majeure.

Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

21. Place of Performance.

All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

22. Notices.

When any of the Parties desire to give notice to the other, such notice must be in writing, sent by U.S. mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast 3rd Avenue
Fort Lauderdale, Florida 33301

With a Copy to: Director, Benefits & Employment Services
The School Board of Broward County, Florida
7770 West Oakland Park Boulevard
Sunrise, Florida 33351

Privacy Officer
Risk Management Department
The School Board of Broward County, Florida
600 S.E. 3rd Avenue, 11th Floor
Ft. Lauderdale, FL 33301

To Business Associate: Jeffrey P. Angello, Florida Market President
Gallagher Benefit Services, Inc.
2255 Glades Road, Suite 200E
Boca Raton, Florida 33431

With a Copy to: Barbara L. Crowe-Brewster, Area Assistant Vice President
Gallagher Benefit Services, Inc.
2255 Glades Road, Suite 200E
Boca Raton, Florida 33431

ARTICLE 3 – GENERAL CONDITIONS

23. Severability.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

24. Captions.

The captions, section numbers, title and headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

25. Authority.

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

26. No Waiver of Rights, Powers and Remedies.

The Parties agree that each requirement, duty, right and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

27. Regulatory References.

A reference in this Agreement to any part of the Privacy Rule, the Security Rule, the HITECH Act, or HIPAA shall refer to the most current form of legislation, and shall incorporate any future amendments.

28. Governing Law.

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

29. Entire Agreement.

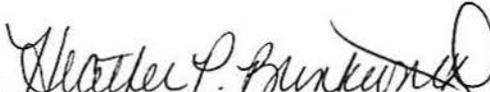
This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this Agreement. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

(Corporate Seal)

FOR SBBC:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By 
Heather P. Brinkworth, Chair

ATTEST:


Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

 10/24/19
Office of the General Counsel

FOR BUSINESS ASSOCIATE

GALLAGHER BENEFIT SERVICES, INC.

By: Jeffrey P. Angello, Florida Market President

[Signature]

Signature

[Signature]

Witness

[Signature]

Witness

The Following Notarization is Required for this Agreement

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 24TH day of OCTOBER, 2019 by JEFFREY ANGELLO of

Name of Person

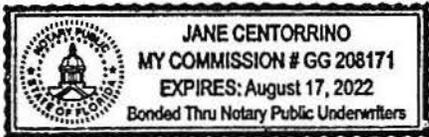
GALLAGHER BENEFIT SERVICES, INC. on behalf of the corporation/agency.

Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification
and did / did not first take an oath. Type of Identification

My Commission Expires:

Jane Centorrino
Signature – Notary Public



(SEAL)

JANE CENTORRINO
Printed Name of Notary

8-17-22
Notary's Commission No.

EXHIBIT A

**NOTIFICATION TO THE SCHOOL BOARD OF BROWARD COUNTY,
FLORIDA ABOUT A BREACH OF UNSECURED PROTECTED HEALTH
INFORMATION**

This notification is made pursuant to Section 2(d) of the Business Associate Agreement between THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ("SBBC") and _____ (Business Associate).

Business Associate hereby notifies SBBC that there has been a breach of unsecured (unencrypted) protected health information (PHI) that Business Associate has used or has had access to under the terms of the Business Associate Agreement.

Description of the breach: _____

Date or date range of the breach: _____

Date of the discovery of the breach: _____

Number of individuals affected by the breach: _____

The types of unsecured PHI that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code): _____

Description of what Business Associate is doing to investigate the breach, to mitigate losses, and to protect against any further breaches: _____

Recommended steps the individuals whose information was breached should take to protect themselves from potential harm resulting from the breach: _____

Contact information to ask questions or learn additional information:

Name: _____

Title: _____

Address: _____

Email Address: _____

Phone Number: _____



RFP #:	<u>FY20-010</u>	Tentative Board Meeting Date*:	<u>NOVEMBER 6, 2019</u>	
RFP Title:	<u>CONSULTING SERVICES FOR EMPLOYEE BENEFITS PROGRAM</u>	# Notified:	<u>646</u>	# Downloaded: <u>37</u>
		# of Responses Rec'd:	<u>3</u>	# of "No Bids": <u>1</u>
For:	<u>BENEFITS DEPARTMENT</u> (School/Department)	RFP Opening Date :	<u>APRIL 8, 2019</u>	
Fund:	<u>FRINGE BENEFITS CLEARING ACCOUNT</u>	Advertised Date:	<u>FEBRUARY 25, 2019</u>	

POSTING OF Select One RECOMMENDATION/TABULATION: Select One Recommendations and Tabulations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **MAY 1, 2019 @ 3:00 pm** and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the District is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to post the bond required by SBBC Policy 3320, Part VIII, Purchasing Policies, Section N, within the time allowed for filing a bond shall constitute a waiver of the right to protest.

(*) The Cone of Silence, as stated in the ITB / RFP / RFQ / HARD BID, is in effect until it is approved by SBBC. The Board meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

RECOMMENDATION TABULATION

THREE (3) PROPOSALS WERE RECEIVED IN RESPONSE TO THIS RFP – FY20-010 CONSULTING SERVICES FOR EMPLOYEE BENEFITS PROGRAM.

BASED UPON THE RECOMMENDATION OF THE SUPERINTENDENT’S INSURANCE & WELLNESS ADVISORY COMMITTEE (SIWAC), IT IS RECOMMENDED THAT THE FOLLOWING LISTED PROPOSER BE RECOMMENDED FOR THE ABOVE RFP.

S/M/WBE ADVISOR: ANNE MARIE RICHARDS, COORDINATOR – SUPPLIER DIVERSITY & OUTREACH PROGRAM

GALLAGHER BENEFIT SERVICES, INC.

IT IS RECOMMENDED THAT FOR THE REASON STATED ON THE ATTACHED RFP REJECTION SHEET, THE PROPOSAL, IN ITS ENTIRETY, BE REJECTED FOR NOT COMPLYING WITH THE MINIMUM ELIGIBILITY REQUIREMENTS OF THE RFP.

CONTRACT PERIOD: **NOVEMBER 7, 2019 AND CONTINUING THROUGH DECEMBER 31, 2022.**

By: Charles O. High Digitally Signed _____ Date: 5/01/19
(Purchasing Agent)

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

SCORE SHEET

CONSULTING SERVICES FOR EMPLOYEE BENEFITS PROGRAM RFP FY 20-010	MAX POINTS	Peter Tingon	Carol Nicomme-Brady	Glynda Linton	Jack Vesey	Erum Motiwala	Joseph Zeppella	Judith Marte	Chip (Harold) Osbern	Anna Fusco	Jennifer LaMont	AVERAGE SCORE
SECTION A: EXPERIENCE AND QUALIFICATIONS	30											
AON												
BOLTON GELIN		22	25	26	26	27	20	25	29	15	25	24
GALLAGHER BENEFIT SERVICES		30	30	30	28	27	25	25	24	30	30	27.9
SECTION B: SCOPE OF SERVICES	30											
AON												
BOLTON GELIN		20	25	28	24	26	24	25	25	15	25	23.7
GALLAGHER BENEFIT SERVICES		28	30	30	28	28	28	25	25	30	30	28.2
SECTION C: COST	30											
AON												
BOLTON GELIN		25	20	20	26	25	27	28	27	15	26	23.9
GALLAGHER BENEFIT SERVICES		22	30	30	24	21	25	26	24	30	24	25.6
SECTION D: SUPPLIER DIVERSITY AND OUTREACH PROGRAM	10											
AON												
BOLTON GELIN		10	10	10	10	10	10	10	10	10	10	10
GALLAGHER BENEFIT SERVICES		10	10	10	10	10	10	10	10	10	10	10
TOTAL SCORE	100											
AON										0	0	0
BOLTON GELIN		77	80	84	86	88	81	88	91	55	86	81.6
GALLAGHER BENEFIT SERVICES		90	100	100	90	86	88	86	83	100	94	91.7

Signature: _____

Date: _____

RFP #FY20-010

CONSULTING SERVICES FOR EMPLOYEE BENEFITS PROGRAM

Reject proposal received from Aon Consulting, Inc. for not complying with Section 4.2 Minimum Eligibility Requirements of the RFP. Section 4.2.1 states, Proposer must agree with the language as stated in 7.1, Liability of the RFP. Proposer's response was, "Aon will work with the School Board to incorporate a mutually agreeable limit of liability per Section 7.1, Liability." Proposer did not agree with the requirements stated in Section 7.1 of the RFP.



PROCUREMENT & WAREHOUSING SERVICES

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building)
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

For assistance with this form contact us at

(754) 321-0505 or [CLICK HERE](#) to send us an email (include the words Supplier/Product Evaluation Form in the subject)

GENERAL INFORMATION

Bid #: 16-017V Bid Title: Consulting Services for Employee Benefits Program

Purchase Order #: Product/Service Provided: Consulting Services

Supplier (Company) Name: Gallagher Benefit Services, Inc.

Contact Name: Jeffrey P. Angelio

Contact Phone #: (561) 998-6802

SECTION 1: SUPPLIER EVALUATION

1.) How would you rate the supplier in the following areas?

	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Overall customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery as scheduled or promised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	1	2	3	4
	Not Satisfied	Somewhat Satisfied	Satisfied	Very Satisfied
2.) How satisfied are you with the supplier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.) Will you use this supplier again? Yes No

SECTION 2: PRODUCT/SERVICE EVALUATION

4.) Based on the areas below, how would you rate the products/services provided with this Bid?

	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Compliance with specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quality as compared to similar products/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prices as compared to similar products/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5.) Would you purchase this product/service again? Very Unlikely Unlikely Probably Definitely

SECTION 3: COMMENTS AND RECOMMENDATIONS

Please share any additional information regarding this supplier or the products / services provided. If this supplier's performance is unsatisfactory, please tell us why. You may attach an additional sheet if necessary.

SECTION 4: CONTACT INFORMATION

Name: Dildra Martin-Ogburn, Phd. Title: Director

Contact Phone #: (754) 321-3100

School/Department: Benefits and Employment Services

Participant's Signature:

Date: 10/14/19