COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 145768

DATE: 8/19/2025

SUBJECT: **RFP NO. F2024122 - ANNUAL CONTRACT FOR BROKER OF RECORD - BUDGET AND RISK MANAGEMENT - HIGGINBOTHAM INSURANCE AGENCY, INC. - EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT TERMS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. F2024122, Annual Contract for Broker of Record, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On September 4, 2024, the Commissioners Court, through Court Order #143805, awarded RFP No. F2024122, Annual Contract for Broker of Record, for Budget and Risk Management, to Higginbotham Insurance Agency, Inc.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The purpose of this contract is to obtain an agent who will advise the County in the evaluation of current County insurance policies, as well as recommend and negotiate rates and terms for potential replacement policies, according to what is in the best interest of the County.

The vendor notified Purchasing in writing that they will extend the same contract terms through September 3, 2026. Budget and Risk Management notified Purchasing in writing that they are pleased with the vendor and wants to renew.

Therefore, it is the joint recommendation of Budget and Risk Management and Purchasing that the Commissioners Court approve renewal of RFP No. F2024122, Annual Contract for Broker of Record, for another twelve (12) month period.

FISCAL IMPACT

Expenses for the last twelve (12) months were $44,500.00. Funding is available in account 10000-2025 General Fund/1140100000 Non-Departmental/575011 Casualty Insurance.

SUBMITTED BY	Purchasing	PREPARED BY:	Teresa Ralls
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP

TARRANT COUNTY PURCHASING DEPARTMENT
100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, MS.SCM, CPSM, CPSD, CPCP
Assistant Purchasing Agent

July 31, 2025

James Hubbard
Higginbotham Insurance Agency, Inc.
500 W. 13th Street
Fort Worth, TX 76102

Re: RFP F2024122 – Annual Contract for Broker of Record

Dear Mr. Hubbard:

Referenced bid was for twelve (12) months with two (2) options to renew for an additional twelve (12) months each. The original contract was for the period of September 4, 2024 through September 3, 2025. The effective dates for the first renewal option will run from September 4, 2025 through September 3, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Higginbotham Insurance Agency, Inc. to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on September 4, 2024. Higginbotham Insurance Agency, Inc. acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioners Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through September 3, 2026.

☑ Yes, Higginbotham Insurance Agency, Inc. will accept the offer to extend the same contract terms or through September 3, 2026. **Please include a current 1295 Form with your response.**

☐ No, Higginbotham Insurance Agency, Inc. will NOT accept the offer to extend the same contract terms through September 3, 2026.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☑ No

If Yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Sincerely,

Teresa Ralls, Senior Buyer
Tarrant County Purchasing
817-884-3246

James Hubbard
Higginbotham Insurance Agency

08/04/25
Date

Memorandum

To: Travis Yarbrough

Dept: Budget and Risk Management

From: Teresa Ralls, Sr. Buyer, Purchasing Department

Date: July 3, 2025

Re: Renewal of RFP F2024122, Annual Contract for Broker of Record

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The above referenced contract will expire on September 3, 2025. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence September 4, 2025 and would expire September 3, 2026.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email this form back to me by July 9, 2025:

Higginbotham Insurance Agency, Inc.

☑ Yes, I wish to continue the current contract with the above mentioned vendor for the first renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

10000-2025/1140100000/575011

☐ No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: Travis Yarbrough Digitally signed by Travis Yarbrough Date: 2025.07.08 13:56:11 -05'00' DATE: _____

RFP No. F2024122 Annual Contract for Broker of Record

Evaluation Criteria	Max Points	Arthur J. Gallagher Risk Management Services LLC Dallas, TX HUB - No	**Higginbotham Insurance Agency, Inc. Fort Worth, TX HUB - No CO-OP - Yes**	McGriff Insurance Services, LLC Addison, TX HUB - No	RHSB Insurance (Roach Howard Smith and Barton) Dallas, TX HUB - No	USI Southwest, Inc. Fort Worth, TX HUB - No
			Award			
Qualifications and Experience	100	70	**63**	69	67	58
Response to Requirements	300	153	**242**	170	173	220
References	200	187	**200**	120	173	93
Price	400	176	**333**	400	370	287
Total Score	1000	586	**838**	759	783	659

Note: Elevate Protection Group, Inc. was deemed non-responsive for failure to provide all submittal requirements necessary for evaluation, including proposal pricing and agency requirements.

TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP No. F2024122 - Annual Contract for Broker of Record - Budget and Risk Management - Higginbotham Insurance Agency, Inc. - Exercise First Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: (SHORT TIA) or FULL TIA. Circle one after answering the questions in Sections II and III below.

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I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

   Yes_____ No __√__

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

   Yes_____ No __√__

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

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