



Report to: Strategic Policy & Resources Committee

Subject: **Tender for the Provision of Insurance Brokering Services**

Date: 8 June 2012

Reporting Officer: Ronan Cregan, Director of Finance and Resources

Contact Officer: Mark McBride, Head of Finance and Performance

1	Relevant Background Information
1.1	The primary role of the council's insurance brokering service is to obtain competitive quotations from a selection of financially stable insurers and to facilitate the purchase of the council's insurance policies. The broker also provides advice to the council on insurance matters generally.
1.2	The council's current insurance brokers, Willis Ltd, Ormeau Avenue, Belfast, were appointed on the 31 December 2007, following a competitive tender exercise, and the contract for this brokerage service is due to expire on the 31 December 2012.
2	Key Issues
2.1	Permission is being sought from Committee to retender the Insurance Brokerage Service. The contract awarded will be for a period of 3 years and the evaluation criteria will be based on both cost and quality.
2.2	If the tender action is approved by Committee, the contract will be awarded by the Director of Finance and Resources to the most economically advantageous tender under the Scheme of Delegation.
2.3	As the council is now required to use the "restricted" tender procedure for insurance services, the new contract will need to be awarded by the 31 October 2012. To facilitate this, the existing supplier has agreed to revise the expiry date of the existing contract from the 31 December 2012 to the 31 October 2012.

3	Resource Implications
3.1	The current cost of the brokerage service is £37,000 per annum and provision for the brokerage service is included within the 2012/13 revenue estimates.

4	Recommendations
4.1	The committee is asked to approve the commencement of a tender exercise for the provision of an insurance brokering service.

5	Decision Tracker
5.1	The Head of Finance and Performance will seek the appropriate tender award authority from the Director of Finance and Resources once the tendering exercise is complete