



**OFFICE OF INSPECTOR GENERAL  
PALM BEACH COUNTY**

**CONTRACT OVERSIGHT OBSERVATION  
(2012-O-0003)**

Sheryl G. Steckler  
Inspector General

*"Enhancing Public Trust in Government"*

**Date:** June 20, 2012

**To:** Peter B. Elwell, Town Manager, Town of Palm Beach

**From:** Sheryl G. Steckler, Inspector General

**Subject:** **RFQ 18-2012 - Property, Liability, Workers' Compensation & Ancillary Coverage Insurance Agent Selection Committee Meeting (Interviews-Presentations)**

On June 13, 2012, staff from the Office of Inspector General's (OIG) Contract Oversight Unit attended the Town of Palm Beach's Selection Committee for Property, Liability, Workers' Compensation & Ancillary Coverage Insurance Agent. This selection meeting was the second of two held to procure an Insurance Agent for the Town. The first meeting was held on June 8, 2012, at which time seven proposals were reviewed and the three highest rated respondents were selected to participate in interviews and presentations at the June 13 meeting. The scope of this Observation includes activities and/or results at the June 13, 2012 meeting.

OIG staff found that the Selection Committee was professional and diligent in their review and discussion of the three proposals. There were eight selection committee members, four voting and four non-voting. The Town's Purchasing Agent, served as the non-voting facilitator of the committee. In this capacity, the facilitator provided valuable and accurate information regarding the RFQ requirements, answered committee questions about the selection and negotiation processes, and provided the committee with the information they needed to make educated and well-informed decisions.

In addition to having a qualified facilitator, the committee also included the Palm Beach County Government's Director of Risk Management as the subject matter expert. The County Risk Management Director provided the committee with a noteworthy perspective on the services being procured. The Town's own Risk Manager was also a committee member, albeit non-voting. The committee's makeup and the facilitation of the selection process helped to ensure a fair and competitive process.

A response to this Contract Oversight Observation is not required. If you have any questions or comments, please contact Joe Doucette, Chief of Operations at 233-2350.