
December 20, 2022

Email: nathan.durham@marshmma.com

Marsh & McLennan Agency, LLC
11330 Lakefield Drive, Suite 100
Johns Creek, GA 30097

ATTN: Nathan Durham, Executive Vice President

NOTICE OF AWARD

RFP No. 22-500620, Insurance Broker Services (Multiyear Contract):

Contract No. 1315138

Estimated Amount: \$1, 290,595.61

Dear Mr. Durham:

This confirms that the DeKalb County Board of Commissioners (BOC) at the *December 13, 2022* meeting acted to approve the contract award for the subject RFP No. 22-500620 for Insurance Broker Services to Marsh & McLennan Agency, LLC in accordance with your response to the subject Request for Proposals.

A notice to proceed (NTP) meeting will be scheduled upon completion of the following. Please work expeditiously to provide the necessary documents to include: (1) the current certificate of insurance (COI), (2) valid county or city Business License, (3) Contractor's Affidavit, (4) Subcontractors Affidavits (inclusive of the LSBE vendor) and (5) Sub-Agreement with the LSBE (see LSBE information below) in accordance with the terms of the RFP and County Contract. Executed contract documents must be returned to me via email drobinson@dekalbcountyga.gov at least three (3) days prior to the date of the NTP meeting.

No work is to begin until you have received the Notice to Proceed from the Procurement Manager of DeKalb County. No County department has the authority to authorize you to perform any work until the Notice to Proceed has been issued.

Sincerely,

Delois Robinson, MBA, CPPO
Procurement Manager
Department of Purchasing and Contracting

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LSBE Information

LSBE: PMI Solutions, LLC (LSBE-MSA) 20% Participation

NOTE:

You are required to prepare a separate sub-agreement between your company and the LSBE(s) that you identified (see above) in your proposal for this project. The following language (terms and conditions) must be included in the LSBE sub-agreement:

- (1) The percentage (%)/and dollar amount of the agreement (this amount should be the same as documented on the Letter of Intent (LOI) included in your response package.
- (2) The solicitation and contract number should also be incorporated into the document – i.e. “this sub agreement is in support of DeKalb County Contract # _____ (to be provided upon execution).
- (3) Prime shall pay the LSBE Sub no later than seven (7) calendar days from prime contractor’s receipt of payment from DeKalb County.
- (4) **Substitution Language in place of termination clause –**
All requests for changes or substitutions of the subcontractors named in the notarized schedule of LSBE Participation shall be made in writing to the LSBE Review Panel and shall clearly and fully set forth the basis for the request, including documentary proof or affidavits of individuals, where necessary. The LSBE Review Panel will review the request and make a final decision. The facts supporting the request must not have been known nor reasonably should have been known by either party prior to the submission of the notarized Schedule of LSBE Participation. Post-award LSBE shopping is prohibited and may be cause for cancellation, rejection or other punitive remedies against the prime contractor.
- (5) The Prime/LSBE shall also incorporate a proposed “work schedule” that identifies the work to be completed by the LSBE according to the SOW (scope of work) through the term of the contract.

The sub-contractor agreement between your company and the LSBEs must be sent to DekalbFirstLSBE@dekalbcountyga.gov and for review and approval prior to scheduling the Notice to Proceed Meeting. Also, copy me on this communication.