

McGriff, Seibels & Williams of Texas, Inc.

818 Town & Country Blvd., Suite 500 • Houston, Texas 77024-4549 • TEL – (713) 877-8975 • Fax – (713) 877-8974

RISK & INSURANCE MANAGEMENT SCOPE OF SERVICES

Statement of Work to be Performed:

I. Insurance Marketing/RFP Solicitation

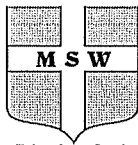
- Develop Marketing Strategy 90-120 Days Prior to Renewal.
- Assist Williamson County in Developing Insurance Specifications and Assist with RFP of Insurance Coverages
- Gather Underwriting Data
- Create Loss History Summary
- Prepare Submission/RFP Specifications
- Facilitate Carrier Underwriting Inspections
- Provide Responses to Carrier and Agent Inquiries
- Assist with Final Recommendations for Commissioner's Court

II. Administration

- Assist in Preparation of Renewal Applications
- Review Contracts and Contract Language
- Inform the County of New Developments, Industry Trends, State and Federal Legislation Impacting Insurance Programs
- Prepare Budget Projections for Insurance Renewals
- Provide Updates of Market Cycles as well as Existing Market Conditions
- Consult on Risk Management Issues as Needed

III. Risk Management Services

- Recommendations on Coverage Changes & Enhancements
- Assist with Risk Assessment and Risk Survey Tools for Williamson County's use
- Explore Risk Financing Alternatives
- Act as a Resource for General Risk Management Questions and Issues
- Attend Williamson County's Meetings as Needed
- Assist Risk Management Department as Needed



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IV. Loss Control & Safety Support Services

- Arrange for Loss Control and Safety Audits
- Facilitate Safety Training Programs
- Coordinate Risk Control Meetings with Associated Carriers
- Accompany Insurers On Site Inspections
- Advise and Assist with Insurer Loss Control Recommendations
- Facilitate Various Risk Control Programs

V. Claims Management

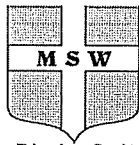
- Act as a Liaison Between Williamson County and Insurers Claims Representatives
- Conduct Claims Meetings with Williamson County Management to Review all Open Claims, Review Current Claims Program and Procedures
- Review Carrier Loss Reports for Verification Against Actual Losses Reported by the County
- Monitor Claims Activity and Reserves Set by Adjusters
- Strategy Planning on Claims Litigation
- Assist in Preparation of Claim Documentation, Negotiation and Settlement of Large or Disputed Claims
- Monitor Claim Activity to Detect Trends and Areas where Coverage might be Impaired as a Result of Claim Development

VI. Risk Analytical Services

- Provide Risk Retention Analysis
- Perform Total Cost of Risk Analysis
- Loss Forecasting to Estimate Future Liabilities
- Provide Historical Insurance Rate Analysis
- Perform Claims Loss Trends Analysis
- Advise Williamson County of Insurance Companies Viability – Including Captives and Other Insurance Mechanisms

VII. Contractor/Vendor Risk Management

- Surety Bond Review & Verification
- Certificate of Insurance Reviews
- OSHA Compliance Reviews
- Builders Risk Insurance – Analysis
- Assist in Obtaining or Identifying Insurance Markets for Vendors/Contractors

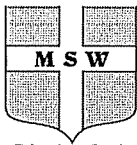


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SERVICE FEE STRUCTURE

• Base Fee (Includes Services Outlined in I – IV above)	\$31,500
• Claims Management Services	\$3,900
• Risk Analytical Services	\$3,800
• Contractor/Vendor Risk Management	\$2,900



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Service Agreement
for
Insurance & Risk Management Services

THIS SERVICE AGREEMENT (this "Agreement") is between **MCGRUFF, SEIBELS & WILLIAMS** ("MSW") and **WILLIAMSON COUNTY, TEXAS** (the "Client").

The Client and MSW agree as follows:

1. MSW will provide services for the Client for as set forth within MSW's response to the SCOPE OF SERVICES letter dated April 6th, 2016.
2. The Client will provide MSW with all information necessary to enable MSW to provide selected Risk Management Services.
3. Remuneration:
 - A. The Client will pay MSW an annual fee of \$42,100.
 - B. The Fee will be payable upon receipt of an invoice by the Client.
 - C. With respect to Insurance Placements and/or Risk Management Services undertaken on behalf of the Client that are not contemplated by this Agreement, MSW may be compensated pursuant to a separate Service Agreement or by the insurance companies and/or intermediaries utilized in such Insurance Placements.
4. This Agreement and the respective rights and obligations of the parties hereto shall be construed in accordance with and governed by the laws of the state of Texas.
5. This Agreement commences on **April 1, 2016** and ends on **April 1, 2020**, unless terminated prior to that date by either party hereto on 30 days' notice to the other party.

IN WITNESS WHEREOF, the Client and MSW have executed this Agreement.

McGriff, Seibels & Williams of Texas, Inc.

Williamson County, Texas

By: 

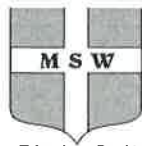
By: _____

Name: Joseph Blasi

Name: _____

Title: Executive Vice President

Title: _____



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McGriff, Seibels & Williams of Texas, Inc.

By: 

Name: Joseph Blasi

Title: Executive Vice President

Williamson County, Texas

By: 

Name: Lisa L. Birtman

Title: 5-10-16