

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

**MOTION:** \_\_\_\_\_

**RESOLUTION NO. 09-05-\_\_\_\_**  
**OFFICIAL COMMISSION MEETING**  
**MAY 7, 2009**

**SECOND:** \_\_\_\_\_

**RE: AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXTEND  
THE EXISTING PROPERTY AND CASUALTY INSURANCE  
COVERAGE VIA BROWN'S INSURANCE AGENCY, INC. THROUGH  
SEPTEMBER 30, 2009**

**WHEREAS** on February 11, 2009, the Commission authorized the Executive Director to issue a Request for Proposals (RFP) for property and casualty insurance; and

**WHEREAS**, the Potomac and Rappahannock Transportation Commission issued RFP #09-04 on March 12, 2009, with a submission date of April 30, 2009; and

**WHEREAS**, PRTC received one proposal, which was evaluated by the selection committee; and

**WHEREAS**, the selection committee has recommended and the Executive Director concurs that:

- The proposal received should be rejected;
- A request for proposals should be reissued; and
- An extension through September 30, 2009 of existing property and casualty insurance coverage should be authorized so there is sufficient time for the new competitive procurement without a break in insurance coverage.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to extend the existing property and casualty insurance coverage via Brown's Insurance Agency, Inc. through September 30, 2009.




Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

May 7, 2009

TO: Chairman May and Commissioners

FROM: Alfred H. Harf   
Executive Director

RE: Authorize the Executive Director to Extend PRTC's Existing Property and  
Casualty Insurance Coverage via Brown's Insurance Agency, Inc. through  
September 30, 2009

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Recommendation:

Authorize the Executive Director to extend PRTC's existing property and casualty insurance coverage via Brown's Insurance Agency, Inc. through September 30, 2009 to allow the time necessary for a new competitive procurement without a break in insurance coverage.

Background:

On February 11, 2009, the Commission authorized the Executive Director to issue Request for Proposals (RFP) for property and casualty insurance. The current coverage via Brown's Insurance Agency, Inc. will expire on July 1, 2009.

On March 12, 2009, PRTC issued Request for Proposals (RFP) #09-04 for property and casualty insurance with a submission date of April 30, 2009. PRTC received one proposal, which was evaluated by the selection committee. The selection committee recommends rejecting the proposal received, reissuance of a Request for Proposals (RFP), and the extension of PRTC's existing coverage via Brown's Insurance Agency, Inc. through September 30, 2009 to allow the time necessary for a new competitive procurement without a break in insurance coverage. The Executive Director concurs with these recommendations and seeks the Commission's authorization to extend PRTC's existing coverage via Brown's Insurance Agency, Inc. through September 30, 2009.

Chairman May and Commissioners

May 7, 2009

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The revised RFP will stipulate that property and casualty insurance policies will be in force from October 1, 2009, through June 30, 2010, this time only and will renew on July 1<sup>st</sup> every year thereafter. Renewal options will coincide with PRTC's fiscal year as they have in the past. A separate authorization for the award of a new property and casualty insurance coverage will be sought at the conclusion of the competitive procurement process.

Fiscal Impact:

Property and casualty insurance coverage has been budgeted in the FY 2010 budget.