

NOTICE OF SOLE SOURCE PROCUREMENT

Date: June 16, 2017

Vendor/Contractor: Tower Financial Group

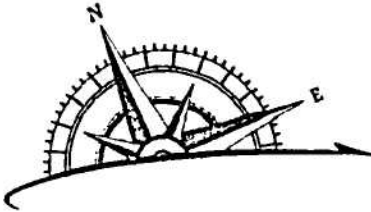
Contract Amount: \$154,454.00

Description of Services: Student athletic and catastrophic accident insurance.


Sole Source Determination: Reviewed and recommended by insurance broker.

Date of Award: TBD

JUN 16 2017 AM11:19



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

TO: Kevin Beardsley, Director of Purchasing
FROM: Mike McGee, Student Leadership 
SUBJECT: Sole Source/Tower Financial Group
DATE: June 14, 2017

Towne Insurance Group was contracted by Virginia Beach City Public Schools to perform the following services:

Marketing all lines of insurance for a complex municipal entity, including but not limited to property, general liability, commercial automobile, fidelity, school leaders wrongful acts, excess liability, excess auto, excess workers' compensation; and specialty insurance such as school nurses, student athletics, student accident, student dental, international travel and flood insurance where deemed necessary.

Based upon subsequent consultation with Towne Insurance Group and their representative, Andrea Brazil, it was determined that Tower Financial Group should be treated as a sole source provider in the area of student athletics, middle school catastrophic coverage, and VHSL Catastrophic Wrap insurance coverage.

Sole source approval is thereby needed to renew the student athletic, student accident catastrophic coverage plans with the Tower Financial Group for the 2017-2018 school year for \$154,454.

If you need additional information, please contact me.

Approved:  6/16/17