

April 17, 2025

25-069

RATIFICATION OF THE INCREASE OF CONTRACT WITH  
BROWN & BROWN INSURANCE SERVICES INC. FOR  
INSURANCE BROKER SERVICES

PREPARED BY: Michael Mathews, Interim Associate Vice President, Financial Operations and Compliance

FINANCIAL  
RESPONSIBILITY: Michael Mathews, Interim Associate Vice President,  
Finance Operations and Compliance

APPROVED BY: Dina Farrell, Vice President and Chief Financial Officer, Finance and Business Services  
Dr. Katy Ho, Executive Vice President  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Brown & Brown Insurance Services Inc. provides Insurance Broker Services to the College.

The College entered into an agreement with Brown and Brown Insurance Services Inc. to provide insurance brokerage services as previously approved pursuant to Board Resolution 16-084. The contract was issued pursuant to Community College Rules of Procurement CCR.336(D)(1)(d).

The current College contract was effective March 31, 2021; this 2025 renewal is the final renewal available for this contract. Exercising this renewal for Year 5 of the contract requires Board approval because the contract will exceed \$250,000.

Cost breakdown:      Year 1-FY22 \$52,412.00;  
                                 Year 2-FY23 \$53,984.00;  
                                 Year 3-FY24 \$56,000.00;  
                                 Year 4-FY25 \$57,272.00;  
                                 Year 5-FY26 \$58,989.00

There are no firms registered with the Oregon Certification Office for Business Inclusion and Diversity that are able to support this contract.

**RECOMMENDATION:** The Board of Directors ratifies the contract amendment with Brown & Brown Insurance Services Inc. for \$58,989.00, which increases the total contract value to \$278,657.00 through March 30, 2026. The funding source is the College Risk Management Fund.