



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: March 18, 2022

PROJECT: 21RFP10251C-MH, Life and Disability Broker Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Finance Department.

Three (3) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Benalytics Consulting Group, LLC
2. EPIC Insurance Brokers & Consultants
3. Marsh & McLennan Agency, LLC

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by **Benalytics Consulting Group** with a total score of **90.99**, is the recommended vendor for the award of **#21RFP10251C-MH, Life and Disability Broker Services**.

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The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

DocuSigned by:

Melissa Barnett

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Melissa Barnett, Employee Benefits Manager
Finance Department

DocuSigned by:

Verna Thomas

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Verna Thomas, Employee Benefits Supervisor

DocuSigned by:

Ray Turner

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Ray Turner, Deputy Finance Director
Finance

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EVALUATION CRITERIA	WEIGHT	Benalytics Consulting Group, LLC	EPIC Insurance Brokers & Consultants	Marsh & McLennan Agency, LLC
Project Plan/Approach to Work	15	15	11.25	10
Qualification of Key Personnel	20	20	18.33	15
Relevant Project Experience/Past Performance	25	25	20.83	12.50
Availability of Key Personnel	20	18.33	13.33	15
Local Preference	5	0	5	5
Service Disabled Veterans Preference	2	0	0	0
Cost Proposal	13	12.66	12.66	13.00
TOTAL SCORE:	100.00	90.99	81.40	70.50

**To sum Total Score columns highlight the row and press F9*