



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: January 6, 2022

PROJECT: 21RFP102521C-MH, "Property and Casualty 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.

Five (5) qualified firms submitted proposals for evaluation and consideration for award of the Property and Casualty Broker Services for this project:

1. Relation Insurance Services of Georgia, Inc.
2. Arthur J. Gallagher Risk Management Services, Inc.
3. Alliant Insurance Services, Inc.
4. McGriff Insurance Services, Inc.
5. Edgewood Partners Insurance Center - EPIC

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 **Edgewood Partners Insurance Center - EPIC** with a total score of **83.23**, is the recommended vendor for the award of #21RFP102521C-MH, "Property and Casualty 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:

Latoya Belgrave-Green

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Latoya Belgrave-Green Risk Manager

DocuSigned by:

Bernard Nelson

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Bernard Nelson Risk Supervisor

DocuSigned by:

Ray Turner

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Ray Turner, Deputy Finance Director
Finance

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EVALUATION CRITERIA	WEIGHT	Relation Insurance Services of Georgia, Inc.	Arthur J. Gallagher Risk Management Services, Inc.	Alliant Insurance Services, Inc.	McGriff Insurance Services, Inc.	Edgewood Partners Insurance Center - EPIC.
Project Plan/Approach to Work	25	20.83	20.83	20.83	25	25
Qualification of Key Personnel	15	12.50	12.50	12.50	12.50	13.75
Relevant Project Experience/Past Performance	25	12.50	12.50	12.50	12.50	13.75
Availability of Key Personnel	15	11.25	11.25	11.25	11.25	15.00
Local Preference	5	5	5	5	5	5
Service Disabled Veterans Preference	2	0	0	0	0	0
Cost Proposal	13	10.73	10.73	11.27	11.93	10.73
TOTAL SCORE:	100.00	72.81	72.81	73.35	78.18	83.23

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