



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Accident)

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 the Group Accident section of this project:

1. Metropolitan Life Insurance Company
2. Hartford Life and Accident Insurance Company Corporation
3. Aflac Group Incorporated

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 **Aflac Group Incorporated** with a total score of **86.54**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 2

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*

EA4CC31E79A54BE...

Melissa Barnett, Benefits Manager

DocuSigned by:

*Joshua Humphries*

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Joshua Humphries HR Operations Manager

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*Nicole McNeil*

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Nicole McNeil Employee Benefits Specialist, Sr.

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*Verna Thomas*

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Verna Thomas Benefits Supervisor

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*Ray Turner*

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Ray Turner Deputy Director

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Metropolitan Life Insurance Company	Aflac Group Incorporated	Hartford Life and Accident Insurance Company Corporation
Project Plan/Approach to Work	35	26.25	33.25	22.75
Qualification of Key Personnel	15	14.25	14.25	12.75
Relevant Project Experience/Past Performance	15	12.00	14.25	11.25
Availability of Key Personnel	8	6.40	8	6.40
Local Preference	5	5	5	0
Service Disabled Veterans Preference	2	0	0	0
Cost Proposal	20	18.78	11.79	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>82.68</b>	<b>86.54</b>	<b>73.15</b>

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



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Critical Illness)

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 the Group Critical Illness section of this project:

1. Metropolitan Life Insurance Company
2. Hartford Life and Accident Insurance Company Corporation
3. Aflac Group Incorporated

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 **Aflac Group Incorporated** with a total score of **90.50**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 2

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.

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Melissa Barnett, Benefits Manager

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*Joshua Humphries*

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Joshua Humphries HR Operations Manager

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*Nicole McNeil*

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Nicole McNeil Employee Benefits Specialist, Sr.

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*Verna Thomas*

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Verna Thomas Benefits Supervisor

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*Ray Turner*

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Ray Turner Deputy Director

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Metropolitan Life Insurance Company	Aflac Group Incorporated	Hartford Life and Accident Insurance Company Corporation
Project Plan/Approach to Work	35	21.88	28.44	26.25
Qualification of Key Personnel	15	14.06	15.00	13.13
Relevant Project Experience/Past Performance	15	12.19	14.06	12.19
Availability of Key Personnel	8	6	8	6
Local Preference	5	5	5	0
Service Disabled Veterans Preference	2	0	0	0
Cost Proposal	20	17.16	20	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>76.29</b>	<b>90.50</b>	<b>77.56</b>

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



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Hospital Indemnity)

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.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of the Group Hospital Indemnity section of this project:

1. Metropolitan Life Insurance Company
2. Aflac Group Incorporated

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 **Aflac Group Incorporated** with a total score of **96.85**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 2

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.

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Verna Thomas Benefits Supervisor

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*Ray Turner*

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Ray Turner Deputy Director



## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Metropolitan Life Insurance Company	Aflac Group Incorporated
Project Plan/Approach to Work	35	26.25	35
Qualification of Key Personnel	15	14.25	15.00
Relevant Project Experience/Past Performance	15	11.25	14.25
Availability of Key Personnel	8	6	7.60
Local Preference	5	5	5
Service Disabled Veterans Preference	2	0	0
Cost Proposal	20	18.17	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>80.92</b>	<b>96.85</b>

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



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Identity Theft)

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.

One (1) qualified firms submitted proposals for evaluation and consideration for award of the Group Identity Theft section of this project:

1. Pre-Paid Legal Services, Inc. dba LegalShield

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 **Pre-paid Legal Services, Inc. dba LegalShield** with a total score of **74.85**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 2

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Melissa Barnett Benefits Manager

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*Joshua Humphries*

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Joshua Humphries HR Operations Manager

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Nicole McNeil Employee Benefits Specialist, Sr.

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*Verna Thomas*

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Verna Thomas Benefits Supervisor

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*Ray Turner*

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Ray Turner Deputy Director

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Pre-paid Legal Services, Inc. dba Legal Shield
Project Plan/Approach to Work	35	28
Qualification of Key Personnel	15	11.25
Relevant Project Experience/Past Performance	15	12
Availability of Key Personnel	8	3.60
Local Preference	5	0
Service Disabled Veterans Preference	2	0
Cost Proposal	20	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>74.85</b>

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



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Legal Assistance)

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.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of the Group Legal Assistance section of this project:

1. Pre-Paid Legal Services, Inc. dba LegalShield
2. Metropolitan Life Insurance Company

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 **Metropolitan Life Insurance Company** with a total score of **85.70**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 2

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Nicole McNeil Employee Benefits Specialist, Sr.

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*Verna Thomas*

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Verna Thomas Benefits Supervisor

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*Ray Turner*

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Ray Turner Deputy Director

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Pre-paid Legal Services, Inc. dba Legal Shield	Metropolitan Life Insurance Company
Project Plan/Approach to Work	35	26.25	28
Qualification of Key Personnel	15	12	13.50
Relevant Project Experience/Past Performance	15	13.50	12
Availability of Key Personnel	8	5.20	7.20
Local Preference	5	0	5
Service Disabled Veterans Preference	2	0	0
Cost Proposal	20	15.10	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>72.05</b>	<b>85.70</b>

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



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Whole Life)

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.

One (1) qualified firms submitted proposals for evaluation and consideration for award of the Group Whole Life section of this project:

1. Aflac Group Incorporated

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 **Aflac Group Incorporated** with a total score of **96.50**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.



## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 2

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Verna Thomas Benefits Supervisor

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Ray Turner Deputy Director

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Aflac Group Incorporated
Project Plan/Approach to Work	35	35
Qualification of Key Personnel	15	14.25
Relevant Project Experience/Past Performance	15	14.25
Availability of Key Personnel	8	8
Local Preference	5	5
Service Disabled Veterans Preference	2	0
Cost Proposal	20	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>96.50</b>

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



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** August, 4, 2021

**PROJECT:** Voluntary Worksite Benefits, 21RFP071321C-MH (Group Short Term Disability)

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 the Group Short Term Disability section of this project:

1. Metropolitan Life Insurance Company
2. Hartford Life and Accident Insurance Company Corporation
3. Aflac Group Incorporated

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 **Metropolitan Life Insurance Company** with a total score of **83.50**, is the recommended vendor for the award of **Voluntary Worksite Benefits, 21RFP071321C-MH**.

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Page | 2

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Verna Thomas Benefits Supervisor

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*Ray Turner*

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Ray Turner Deputy Director

## Evaluation Committee Recommendation Letter

August 4, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	Metropolitan Life Insurance Company	Aflac Group Incorporated	Hartford Life and Accident Insurance Company Corporation
Project Plan/Approach to Work	35	26.25	28	28
Qualification of Key Personnel	15	13.50	14.25	13.50
Relevant Project Experience/Past Performance	15	12.75	14.25	12.75
Availability of Key Personnel	8	6	8	4.40
Local Preference	5	5	5	0
Service Disabled Veterans Preference	2	0	0	0
Cost Proposal	20	20	13.78	19.82
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>83.50</b>	<b>83.28</b>	<b>78.47</b>

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