



Employee Benefit Broker Services RFB TO-23-03

Publication Date: July 18, 2022
Proposal Due Date: August 18, 2022
Contract Term: One Year
Bids Received: Three

Specifications of Service

This contract will be to provide Employee Benefit Broker Services. Our current contract has expired.

Evaluation

The evaluation committee reviewed the bids individually, then met on September 1, to discuss. After review, all bids were deemed to be responsive and all bidders to be responsible and qualified. The committee elected to hold Zoom Meetings with bidders Gallagher and Bukaty Companies. All three members of the evaluation committee then individually scored each bid. Qualifications and References was worth 30%, Quality of Bid was worth 30%, Experience and Qualifications was worth 20%, Price was worth 10%, and Required Items was worth 10%. The order of finish based on the evaluation scores were as follows:

<u>Bidder</u>	<u>1-Year Bid Price</u>	<u>Score (out of 10)</u>
Bukaty Companies	\$24,300.00	9.57
Gallagher	16,700.00	8.20
IMA, Inc.	30,000.00	8.00

Recommendation

We recommend awarding the contract to Bukaty Companies. Their bid met all specifications, they had the highest evaluation score, they had the second lowest bid price, and their bid materials and Zoom presentation were impressive.