



## **Insurance Broker Services RFB TO-22-08**

Publication Date: December 10, 2021  
Proposal Due Date: January 20, 2022  
Contract Term: Five Years  
Bids Received: One: IMA Inc.

### Specification of Service

This contract will be for insurance broker services. Our current contract expires March 31, 2022.

### Evaluation

Since this is a single-bid procurement, we must perform a Cost Analysis in order to determine that the proposed revenue is fair and reasonable. We also must perform a Responsibility Determination to show that the proposer is able and willing to perform the services in the contract. We performed a cost analysis by reviewing a breakdown of the IMA Inc., bid by labor, materials, and profit. We determined the bid breakdown was fair and reasonable. Based on our prior experience of over 8 years with IMA Inc., we determined that IMA Inc. has the ability and willingness to complete the contract, and that IMA Inc. has the integrity to perform the services within the contract. The evaluation committee also scored the IMA Inc. bid with Qualifications and Experience worth 30%, Services Provided worth 30%, Price worth 30%, and Required Elements was worth 10%. The total score (10 being best) based on the evaluation committee's individual scores for IMA Inc. was 9.32.

### Recommendation

Since the proposal was responsive, the contractor is responsible, and the price quoted is fair and reasonable, the evaluation committee recommends awarding the contract to IMA Inc.