



Employee Benefit Broker Services RFB TO-24-02

Publication Date: June 5, 2023
Proposal Due Date: July 13, 2023
Contract Term: Five Years
Bids Received: Three

Specifications of Service

This contract will be to provide Employee Benefit Broker Services. Our current contract expires September 5, 2023.

Evaluation

The evaluation committee reviewed the bids individually then met on July 28 and August 15 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 each of the bidders to give each bidder the opportunity to present their proposal and to answer questions regarding their proposals.. 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>5-Year Bid Price</u>	<u>Score (out of 10)</u>
Bukaty Companies	\$112,500.00	9.20
Gallagher Benefit Services	116,000.00	8.67
McInnes Group, Inc.	92,321.28	7.97

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 impressed the evaluation committee the most.