

City of Bethel Action Memorandum

Action memorandum No.	17-31		
Date action introduced:	04/25/2017	Introduced by:	City Manager Williams
Date action taken:	5-9-2017	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	LS		

Directing the City Manager to negotiate and execute a contract with the successful proposer for General Insurance Broker Services

Route to:	Department/Individual:	Initials:	Remarks:
X	Jim Chevigny, Finance Director & Purchasing Agent		
X	Peter Williams, City Manager		
X	Patty Burley, City Attorney	PB	Contract Reviewed

Attachment(s): Copy of RFP; Draft Contract

Amount of fiscal impact:		Account information:
	No fiscal impact	
	Funds are budgeted.	
X	Funds are not budgeted. Budget modification is required.	
	Grant funding.	

Summary Statement:

As part of the City's efforts to bring old agreements into compliance with the procurement codes, in January of 2017, the City of Bethel issued an RFP for General Insurance Broker Services. Two addenda were issued during the time the RFP was open. The first addenda extended all deadlines. The second addenda answered questions about current coverages for the City, clarified that the transmittal and cover letter were the same and answered that notice to the current carrier had not been provided.

Four responses were ultimately received. During the RFP period, no protests were received. The RFP's were scored by a panel of three (3) employees. None of the scorers knew the proposed price. Before reviewing the scores, the purchasing agent reviewed the prices submitted and scored them per the terms of the RFP: lowest price earning the highest points and highest price earning the lowest points. Ultimately the purchasing agent combined the points assigned by the reviewers to the points assigned to the points.

Based on the scores, a Notice of Intent to Award was issued on April 4, 2017 to the top scoring respondent. A protest to the award was timely filed on April 10. On April 17, the City Manager ruled that a Stay of Award was moot as a decision would be forthcoming before the Council would even consider an award. On April 18, the City Manager issued his decision, in writing, on the appeal.

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Based on the scores outlined below, a contract is being requested for the highest scoring proposer:

Company	Scorer 1	Scorer 2	Scorer 3	Price Score	Total Score
A	85	73	77	7	242
B	68	62	68	10.7	208.7
C	79	58	55	15	207
D	80	41	52	15	188