

## Regional Transit Authority Award Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures. Attachments should be prepared in accordance with the RTA Procurement Policy and Procedure Manual.

(*Inc	Attachments dicates required items)	1	
Solicitation Request Routing Sheet*	•	Cost or Price Analy	sis
Administrative Review Form*		Single Bidder Justif	ication
List of Responding Teams w/ subs (DBE)*		_	
A. I have reviewed this form and the attachment below stated Department Representative to a Marc Popkin Name	•	the procurement pro-	•
Department Head Signature	- i	Date	
B. Name of Project, Service or Product:	VARIOUS INSU	JRANCE COVERA	GES
C. Solicitation Method: IFB	RFQ I	RFP SS	TWO-STEP
<ul> <li>D. Date of Solicitation Advertisements: FROM</li> <li>E. Collection Deadline:</li></ul>	_		
G. List of Teams Deemed Non-Responsive (Ple		-	
RTA General Counsel	1	Date	
H. List of Responding Teams by Technical Eva in parenthesis if applicable):	aluation Committe	e Ranking (Please p	provide Price/Bid amount



MEMBER	TITLE		
Kennedy Financial Group	RTA Insurance Broker		
J. Selection Criteria (RFQ and RFP only):	Value:		
Selection made on lowest responsive proposals			
K. Technical Evaluation Committee Recommendat	ion for Contract Award:		
Kennedy Financial Group that will serve as adminis			
Kennedy Financial Group that will serve as adminis Firm Name	trator of policies.		
Firm Name  L. Authorizations	DBE Commitment Price/Bid Ame		
Firm Name  L. Authorizations			
Firm Name  L. Authorizations  Director of Grants/ Federal Compliance	DBE Commitment Price/Bid Ame		
Firm Name  L. Authorizations	DBE Commitment Price/Bid Ame		
L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager	DBE Commitment Price/Bid Ame  Date  Date		
Firm Name  L. Authorizations  Director of Grants/ Federal Compliance	DBE Commitment Price/Bid Ame		
Firm Name  L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager  Department Head	Date  Date  Date		
L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager	DBE Commitment Price/Bid Ame  Date  Date		
Eirm Name  L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager  Department Head  Division Manager	Date  Date  Date  Date  Date		
Firm Name  L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager  Department Head	Date  Date  Date		
Firm Name  L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager  Department Head  Division Manager  Director of Procurement	Date  Date  Date  Date  Date  Date		
Eirm Name  L. Authorizations  Director of Grants/ Federal Compliance  DBE/EEO Compliance Manager  Department Head  Division Manager	Date  Date  Date  Date  Date		