

PROCUREMENT SUMMARY-RFP 2025-007

REQUIREMENTS

A Solicit Request Routing Sheet for Insurance Broker Services with attached scope of work was received by Procurement on July 11, 2024.

SOLICITATION

The Public Notice and the RFP 2025-007 was posted on the RTA website beginning 1/17/25. The RFP submittal deadline was 2/19/25 at 4:00pm. This is the second solicitation. The first solicitation (RFP 2024-024) was cancelled due to a change in scope of work.

RFP SUBMITTAL

Submittal deadline was on 2/19/25 at 4:00pm. Briana Howze handled the receipt of all submissions received. Four (4) proposals were received.

DETERMINATION

Four (4) responsive proposals were received and determined to be responsive.

SUBMITTAL ANALYSIS

Respondents

Alliant
Relation Insurance Services
Gallagher
Higginbotham

Required Forms

All Required Documents
All Required Documents
All Required Documents
All Required Documents

SUMMARY

An Administrative Review was prepared by Briana Howze.

A technical evaluation was conducted on Monday March 10, 2025 at 10:00 am. The evaluation committee consisted of the following:

Marc Popkin
Ryan Moser
Yolanda Rodriguez

The final combined scores for the technical evaluation are as follows:

Alliant	177
Relation Insurance Services	273
Gallagher	181
Higginbotham	171

Relation Insurance Services has been determined to be fair and reasonable and is recommended for award.