

Regional Transit Authority
Administrative Review Form

Project Name: Insurance Broker Services

Type of Solicitation: RFP 2025-007 DBE/SBE Participation Goal: 0% Number of Respondents: 4

| Prime, Primary Contact and Phone Number | DBE and Non-DBE Subconsultants | DBE Commitment Percentage | Price (RFP and ITB ONLY) |
|---|--------------------------------|---------------------------|--------------------------|
| Alliant | N/A | 0% | \$0.00 |
| Relation Insurance Services | N/A | 0% | \$300,000.00 |
| Gallagher | N/A | 0% | \$550,000.00 |
| Higginbotham | N/A | 0% | \$100,000.00 |

*Indicates certified DBE or SLDBE firm that will contribute to the project's participation goal

| Prime Firm Name | Required Items | | | | | | | | |
|-----------------------------|----------------------------|---------------|-----------------|-----------------|--------------------------|------------------------|------------------|------------------------------|---------|
| | LA Uniform Public Work Bid | Non-Collusion | Debarment Prime | Debarment Lower | Restrictions on Lobbying | Buy America Compliance | Participant Info | Affidavit of Fee Disposition | Addenda |
| Alliant | N/A | Y | Y | Y | Y | Y | Y | Y | Y |
| Relation Insurance Services | N/A | Y | Y | Y | Y | Y | Y | Y | Y |
| Gallagher | N/A | Y | Y | Y | Y | Y | Y | Y | Y |
| Higginbotham | N/A | Y | Y | Y | Y | Y | Y | Y | Y |

Review and verification of the above required forms, the below listed vendor is hereby found responsive to this procurement.

Vendor Name: Relation Insurance Services

Certified by: Name and Title Briana Howze, Contract Administrator

Procurement Personnel Only

| Prime Firm Name | Bid Bond | Insurance | Responsiveness Determination | Responsible Determination | | | | | |
|-----------------------------|----------|-----------|------------------------------|---------------------------|-----------------------|---------|---------------------|-------------------|---------------------|
| | | | | Certifications /Licenses | Facilities/ Personnel | SAM.Gov | Previous Experience | Years in Business | Financial Stability |
| Alliant | N/A | | | | Y | Y | | | |
| Relation Insurance Services | N/A | | | | Y | Y | | | |

| | | | | | | | | | |
|--------------|--|--|--|--|---|---|--|--|--|
| Gallagher | | | | | Y | Y | | | |
| Higginbotham | | | | | Y | Y | | | |

Review and verification of the above "checked" forms, the below listed vendor is hereby found responsible for award of this procurement.

Vendor Name: Relation Insurance Services.

Certified by: Name and Title Briana Howze, Contract Administrator