



## List of Proposers

# Health and Welfare Benefits Management Services #1004

Proposals have been received from the following firms:

ASSURANCE  
HAYS CORPORATION  
HUB INTERNATIONAL MIDWEST LIMITED  
GALLAGHER

### 1. Tentative Project Award Schedule

Notification of Interview: week of November 18, 2018  
Interviews Scheduled for: December 4 or 7<sup>th</sup>, 2018

### 2. Clarification of Offers:

- a. The City may conduct discussions with Proposers to further clarify the offer as may be necessary.
- b. The City reserves the right to seek clarification of proposals . Clarifications shall be documented by the Proposer and submitted to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) within 2 business days.

### 3. Evaluation Process

- a. An evaluation team will review all proposals based on weighted requirements. The evaluation team is composed of the Department Head, Project Manager, Procurement Division Manager and others as required.
- b. Proposals will be reviewed for compliance, and if compliant, will be deemed responsive.
  - i. Responsive proposals are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation request, inclusive of all requirements, able to meet delivery requirements, accepting of all contract terms and conditions.
  - ii. The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division Manager.
- c. Proposer Qualifications will be reviewed, and if qualified, will be deemed responsible.
- d. Proposals deemed both Responsive and Responsible will be reviewed by the evaluation committee. The committee will utilize the above criteria and weights when reviewing proposals.
  - i. The City reserves the right to seek clarification of proposals.
- e. Proposed Fees will be analyzed for totality of costs.
- f. Finalists may be invited for an interview.
  - i. The City does not intend to interview all proposers.
  - ii. Proposers may be required to submit additional data during the interview process.
- g. After interviews, finalists will be invited to submit a 1 page letter inclusive of clarifications and present a Best and Final Offer.
  - i. The City reserves the right to negotiate the price and any other term with the proposer offering the Best and Final offer.
  - ii. If a negotiated agreement cannot be reached with the front runner, the City may proceed to negotiate with the second best and final offer.
  - iii. Any oral negotiations must be confirmed in writing to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) prior to award.
- h. The City's determination of award for best overall value will consider the following non-exclusive list: available project management resources, soft costs of contract management; and training costs.

### 4. Basis of Award

- a. Award is based on the best overall value to the City; and deemed most advantageous to the City, based on the totality of lawful considerations, price and other factors considered.
- b. While numeric evaluations may be used in some aspects of the process to identify strengths and weaknesses of proposals, and to establish a ranking, the final decision will be a business decision by the City and will not be based on a numerical score. A recommendation to award will document the basis for the award decision.
- c. Except as otherwise stated, proposers will be awarded within ninety (90) days from the opening date.
- d. The City reserves the right to award a shorter term of service, by phase, part or portion of a phase, any line item

or option regardless of order listed.

***The City wishes to thank all Proposers for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to respond to future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.***

The City of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.