

Purchasing Department

Sam J. Aiello, C.P.M.
Purchasing Agent



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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

October 4, 2012

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee to discuss the results of Official Notice #14, REQUEST FOR PROPOSAL FOR STOP LOSS INSURANCE BROKER SERVICES FOR THE CITY OF RACINE, WISCONSIN. This proposal was opened in the office of the Purchasing Agent at 10:00 A.M. on September 24, 2012.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods.

The evaluation criteria for this RFP and their respective weights were; Qualifications and Experience, 20%, Capability, 10%, Completeness of Response, 15%, References, 15%, and Cost, 40%.

The evaluation committee for this RFP consisted of Kathleen Fischer, Assistant Finance Director, and Julie Anastasio, Human Resources Coordinator, Scott Letteney, Deputy City Attorney, and Tom Friedel, City Administrator. The Purchasing Agent attended the evaluation meeting and acted as a moderator and facilitator. The Purchasing Agent was not a voting member of the evaluation committee.

Based on the scoring of this RFP the evaluation committee is recommending that a contract be entered into with the Horton Group for securing stop loss insurance for the City of Racine for calendar year 2013.

Funds for this expenditure are available in account 405.000.5870, Stop Loss.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "S. Aiello", is written over a horizontal line.

Sam J. Aiello
Purchasing Agent