

## **Terry Muralt**

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**From:** Terry Muralt  
**Sent:** Wednesday, September 09, 2015 4:20 PM  
**To:** 'Ron Cutter'; 'Shon DeVries'; 'Allen, Kelly L'  
**Cc:** Bill Kirby; Dave Waffle; Brian Strohl; Grace Wong  
**Subject:** Notice of Intent to Award - Insurance Agent of Record  
**Attachments:** 3008-16B\_InsAgentofRecord\_EvalSpreadsheet\_Interview\_090915.pdf

Dear Proposers,

The City would like to thank each of you for submitting a proposal in response to the RFP for Insurance Agent of Record. The evaluation team has completed the evaluation and interview process. This email is the official notice of intent to award a contract to Brown & Brown Northwest Insurance. The recommendation of award will be made at the Oct 6, 2015 Council meeting.

Attached is the scoring of the interview process. The scoring was by consensus of the 3 evaluators.

Any proposer who contends it is eligible for the award of the contract and feels adversely affected or aggrieved by the City's decision, must submit to the Purchasing Agent a written protest within seven (7) calendar days from date of issuance of the Notice of Intent to Award or its protest is waived. Forward written protests by mail or email to:

Terry L. Muralt, CPPB, Purchasing Agent, [tmuralt@BeavertonOregon.gov](mailto:tmuralt@BeavertonOregon.gov)  
City of Beaverton  
Finance Department  
12725 SW Millikan Way  
PO Box 4755  
Beaverton OR 97076

Any written protest shall specify the grounds upon which the protest is based. Complete rules regarding protests may be found in Beaverton's Purchasing Code 47-0740 as found on [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov).

If you have any questions about this Notice of Intent to Award, please contact me.

**Terry L. Muralt, CPPB**  
**Purchasing Agent**  
City of Beaverton  
12725 SW Millikan Way  
PO Box 4755  
Beaverton, OR 97076  
Phone: 503-526-2229  
Fax: 503-526-2490  
Web Site: [www.beavertonoregon.gov](http://www.beavertonoregon.gov)

**Solicitation # 3008-16B  
Insurance Agent of Record - Interview Scoring**

<b>Company Name</b>	<b>Evaluation Factor</b>	<b>Max Points Available</b>	<b>Group Score</b>	<b>TOTAL POINTS</b>	<b>AVERAGE</b>
<b>Brown &amp; Brown NW Insurance</b>	1. Knowledge & Experience	28	22	22	22
	2. Project Approach & Understanding	20	18	18	18.00
	3. Relevant Experience & References	28	26	26	26
	4. M/WESB Program	12	2	2	2
	5. Contract Price	12	12	12	12
	<b>Total Maximum Points</b>	<b>100</b>	<b>80</b>	<b>80</b>	<b>80.00</b>
<b>Marsh USA, Inc.</b>	1. Knowledge & Experience	28	20	20	20
	2. Project Approach & Understanding	20	16	16	16
	3. Relevant Experience & References	28	26	26	26.00
	4. M/WESB Program	12	4	4	4
	5. Contract Price	12	8	8	8
	<b>Total Maximum Points</b>	<b>100</b>	<b>74</b>	<b>74</b>	<b>74.00</b>
<b>Propel Insurance</b>	1. Knowledge & Experience	28	14	14	14.00
	2. Project Approach & Understanding	20	12	12	12
	3. Relevant Experience & References	28	18	18	18
	4. M/WESB Program	12	2	2	2
	5. Contract Price	12	8	8	8
	<b>Total Maximum Points</b>	<b>100</b>	<b>54</b>	<b>54</b>	<b>54.00</b>