




Exhibit A

TOWN OF PALM BEACH

MEMORANDUM

DATE: June 1, 2018

TO: Danielle Olson, Human Resources Director

FROM: Dean Mealy, Purchasing Manager 

SUBJECT: Final Ranking – RFP No. 2018-35 – Insurance Broker and Actuarial Services

The Town received proposals from four (4) respondents. On May 15, 2018, the Selection Committee met to consider the submittals. All members of the committee listed below were present:

Selection Committee Members -

Kennie Wells – Human Resources Assistant Director
Jane Le Clainche, CPA – Finance Director
Andrea Mackey – Group Insurance Division Manager/Palm Beach County

Advisors and Facilitators (Non-Voting) -

Nikki Carpenito - HR Generalist/Town of Jupiter (Non-Voting)
Danielle Olson - Human Resources Director (Non-Voting)
Duke Basha – Assistant Purchasing Agent (Non-Voting)
John Cmar – Purchasing Coordinator (Non-Voting)

The Committee agreed by consensus to shortlist two (2) firms – Gallagher Benefit Services, Inc., and Gehring Group, Inc. On May 31, 2018, the Selection Committee heard presentations and interviews by the shortlisted companies. All members of the Committee were present with the exception of Nikki Carpenito (Town of Jupiter, Non-Voting). After thorough consideration of the two (2) companies, the Selection Committee arrived at a final ranking as follows:

1. Gehring Group, Inc.
2. Gallagher Benefit Services, Inc.

It is the recommendation of the Selection Committee to award a contract to Gehring Group, Inc. for Insurance Broker and Actuarial Services.

Cc: File: RFP No. 2018-35
John Randolph, Town Attorney
Selection Committee Members