



TO: All Plan Holders

DATE: March 1, 2024

SUBJECT: Intent to Award

PROJECT: **2024 Health and Life Insurance Benefits Consultant**

This letter is to formally notify you of the City of Kenai's intent to award the contract for the above-referenced services to Parker Smith & Feek. A committee consisting of administrative personnel reviewed and evaluated the proposals based on criteria contained in the RFP. The rankings are as follows:

<u>FIRMS</u>	<u>TOTAL SCORE</u>
Parker Smith & Feek	26.80
HUB International	21.60
Acrisure	21.25

Please understand that the Intent to Award a contract pursuant to the Request for Proposals does not create a contract and that a contract shall not be formed and no rights shall exist under a contract for the subject work unless and until a contract is fully executed by all parties and filed with the City of Kenai. It is further understood that performance will not commence until a contract is fully executed and filed with the City Manager.

If you have any questions regarding this notice of intent to award, please contact me at (907) 283-8242.

We appreciate your interest in doing business with the City of Kenai.

Sincerely,

Stephanie Randall

Stephanie Randall
Human Resources Director