



## **HUMAN RESOURCES DEPARTMENT**

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JACKSON COUNTY COURTHOUSE  
415 E. 12<sup>TH</sup> STREET, 1st FLOOR  
KANSAS CITY, MO 64106

(816) 881-3135  
FAX (816) 881-3474

### **MEMORANDUM**

To: Sylvya Stevenson – Chief Administrative Officer  
Date: June 27, 2025  
Re: Evaluation Committee Recommendation – Bid 25-019

Dear, Ms. Stevenson,

The Evaluation Committee has completed its thorough review of the two proposals submitted in response to Bid 25-019 and has entered final scores in the BONFIRE system.

The Committee dedicated considerable time to evaluating the contents of both proposals, conducting interviews, and issuing follow-up questions to each vendor. Written responses were received from both respondents and factored into the final evaluation.

Based on a careful and comprehensive review, the committee recommends awarding the contract to CBIZ Employee Benefits Consulting Services.

Respectfully submitted,

The Evaluation Committee