



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director ^{DS} FSW
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: October 6, 2023

PROJECT: 23RFP060923C-MH - Water and Sewer Mail and Bill Print Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Finance Department.

Five (5) qualified firms submitted proposals for evaluation and consideration for award of the Financial Advisory Services for this project:

1. Paymentus Corporation
2. Datamatx, Inc.
3. Standard Printing Company/dba Information Outsource
4. Dove Mailing Inc
5. InfoSend, Inc.

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by **Dove Mailing, Inc.** with a total score of **77.72**, is the recommended vendor for the award of #23RFP060923C-MH - Water and Sewer Mail and Bill Print Services.

Evaluation Committee Recommendation Letter

October 6, 2023


Page | 2


The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

DocuSigned by:

BFF2D912667C48E...
Jaunius Simokaitis, Utility Billing & Collections Manager

DocuSigned by:

FB6213CC523A428...
Monica Gibbs,
utility Billing and Collections Assistant Manager

DocuSigned by:

43FAR45F3E5E409...
Ray Turner, Deputy Finance Director
Finance

Evaluation Committee Recommendation Letter

October 6, 2023

Page | 3

EVALUATION CRITERIA	WEIGHT	Paymentus Corporation	Datamatx , Inc.	Standard pringting	Dove Mailing, Inc.	InfoSend, Inc.
Project Plan/Approach to Work	17	Adequate	Adequate	Adequate	Good	Good
Qualification of Key Personnel	17	Good	Good	Good	Good	Good
Relevant Project Experience/Past Performance	34	Adequate	Good	Adequate	Excellent	Good
Availability of Key Personnel	5	Good	Adequate	Adequate	Good	Adequate
Local Preference	5	0	0	0	5	0
Service Disabled Veterans Preference	2	0	0	0	0	0
Cost Proposal	20	2.78	14.60	20.00	9.09	2.27
TOTAL SCORE:	100.00	45.78	64.27	62.58	77.76	53.35

**To sum Total Score columns highlight the row and press F9*