



# INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** October 28, 2021

**PROJECT:** 21RFP000016A-CJC, Alternative Senior Transportation 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 Department of Senior Services.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Common Courtesy
2. HB Software Solutions

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 Common Courtesy with a total score of 80.34, is the recommended vendor for the award of 21RFP000016A-CJC, Alternative Senior Transportation Services.

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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:

*Andre Danzy*

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Andre Danzy, Program Manager  
Department of Senior Services

DocuSigned by:

*Penelope Greer*

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Penelope Greer, Transportation Coordinator  
Department of Senior Services

DocuSigned by:

*Tiffani Robinson*

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Tiffani Robinson, Administrative Specialist  
Department of Senior Services

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<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>Common Courtesy</b>	<b>HB Software Solution</b>
<b>Project Plan</b>	<b>20%</b>	<b>16.0</b>	<b>13.33</b>
<b>Qualifications of Key Personnel</b>	<b>20%</b>	<b>15.0</b>	<b>11.67</b>
<b>Relevant Project Experience/Past Performance</b>	<b>20%</b>	<b>16.67</b>	<b>8.33</b>
<b>Availability of Key Personnel</b>	<b>20%</b>	<b>14.67</b>	<b>11.17</b>
<b>Local Preference</b>	<b>5%</b>	<b>5.0</b>	<b>0.0</b>
<b>Service Disable Veterans Preference</b>	<b>2%</b>	<b>0.0</b>	<b>0.0</b>
<b>Cost</b>	<b>13%</b>	<b>13.0</b>	<b>12.24</b>
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>80.34</b>	<b>56.74</b>

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