



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** October 13, 2022

**PROJECT:** 22RFP315692K-BKJ - Design, Development and Implementation of Employee Intranet Site

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.

Eight (8) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. AgencyQ
2. AgreeYa Solutions
3. Americaneagle.com
4. Cistech Consulting, LLC
5. Digital Tonic, LLC
6. DoZen Co
7. Mobikasa, LLC
8. WayPath

Upon completion of oral presentations the following firms were short listed:

Americaneagle.com  
DoZen Co  
Digital Tonic

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 **Americaneagle.com** with a total score of **85.92**, is the recommended vendor for the award of 22RFP315692K-BKJ - Design, Development and Implementation of Employee Intranet Site.

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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:

*Jessica Corbett*

Jessica Corbett

Director

DocuSigned by:

*Marcelle English*

Marcelle English

Digital Communications

DocuSigned by:

*Brigitte Bailey*

Brigitte Bailey

Director

DocuSigned by:

*Melissa Cuthrell*

Melissa Cuthrell

EEO Administrator

DocuSigned by:

*Donald Sequeira*

Donald Sequeira

Assistant CIO

DocuSigned by:

*Sandra Flanigan*

Sandra Flanigan

Project Manager

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EVALUATION CRITERIA	WEIGHT	AMERICANEAGLE.COM	DIGITAL TONIC	DOZEN CO
Technical Approach	30%	27.50	21.25	22.50
Qualifications of Key Personnel	20%	19.17	16.67	15.83
Relevant Project Experience	20%	17.50	13.33	16.67
Availability of Key Personnel	15%	13.75	10.00	10.63
Local Preference	5%	0.00	0.00	0.00
Service Disabled Veterans Preference	2%	0.00	0.00	0.00
Technical Score		77.92	61.25	65.63
Cost	8%	8.00	2.41	7.56
<b>TOTAL SCORE:</b>	<b>100%</b>	<b>85.92</b>	<b>63.66</b>	<b>73.19</b>