



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** January 11, 2021

**PROJECT:** #20RFP111320B-EC, Technical Consulting 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 Office of the County Manager.

Four (4) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. CHEckrein Consulting, LLC
2. KMT Consulting Group, LLC
3. TNB BPM Consulting, LLC
4. Starr & Associates, LLC

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 **CHEckrein Consulting, LLC**, is the recommended vendor for the award of #20RFP111320B-EC, Technical Consulting Services with a final score of **68.75%**.

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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:

  
Alton Adams

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Alton Adams  
Deputy Chief Operating Officer

DocuSigned by:

  
David Summerlin

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Court Administrator

DocuSigned by:

  
Issac Standard

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Issac Standard  
Bureau Chief

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Kenya Johnson  
Probate Judge

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EVALUATION CRITERIA	WEIGHT	CHEckrein Consulting, LLC.	KMT Consulting Group, LLC.	TNB BPM Consulting, LLC.	Starr & Associates, LLC.
<b>Project Approach</b>	<b>30.00%</b>	<b>27.50%</b>	<b>23.13%</b>	<b>18.13%</b>	<b>18.13%</b>
<b>Qualification of Key Personnel</b>	<b>25.00%</b>	<b>23.44%</b>	<b>17.19%</b>	<b>17.19%</b>	<b>15.63%</b>
<b>Relevant Project Experience</b>	<b>15.00%</b>	<b>15.00%</b>	<b>9.38%</b>	<b>6.56%</b>	<b>6.56%</b>
<b>Availability of Personnel</b>	<b>3.00%</b>	<b>2.81%</b>	<b>2.25%</b>	<b>2.06%</b>	<b>2.44%</b>
<b>Local Preference</b>	<b>5.00%</b>	<b>0.00%</b>	<b>5.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Service Disabled Veterans Preference</b>	<b>2.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Cost Proposal</b>	<b>20.00%</b>	<b>15.92%</b>	<b>20.00%</b>	<b>8.84%</b>	<b>12.81%</b>
<b>TOTAL SCORE:</b>	<b>100.00%</b>	<b>68.75%</b>	<b>56.94%</b>	<b>43.94%</b>	<b>42.75%</b>