



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:

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Alton Adams

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Alton Adams

Deputy Chief Operating Officer

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David Summerlin

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David Summerlin

Court Administrator

DocuSigned by:

Issac Standard

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Issac Standard

Bureau Chief

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.
Project Approach	30.00%	27.50%	23.13%	18.13%	18.13%
Qualification of Key Personnel	25.00%	23.44%	17.19%	17.19%	15.63%
Relevant Project Experience	15.00%	15.00%	9.38%	6.56%	6.56%
Availability of Personnel	3.00%	2.81%	2.25%	2.06%	2.44%
Local Preference	5.00%	0.00%	5.00%	0.00%	0.00%
Service Disabled Veterans Preference	2.00%	0.00%	0.00%	0.00%	0.00%
Cost Proposal	20.00%	15.92%	20.00%	8.84%	12.81%
TOTAL SCORE:	100.00%	68.75%	56.94%	43.94%	42.75%