



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: November 22, 2021

PROJECT: 21RFP000026A-CJC, Advancing Health Literacy Grant

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposal submitted in response to the above-reference project on behalf of the Behavioral Health Developmental Disabilities.

One (1) qualified firm submitted proposals for evaluation and consideration for award of this project:

1. The Black Cross, 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 The Black Cross, Inc. with a total score of 92.67 is the recommended vendor for the award of 21RFP000026A-CJC, Advancing Health Literacy Grant.

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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:

Erika Williams-Walker

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Erika Williams-Walker, Program Manager
Behavioral Health Developmental Disabilities

DocuSigned by:

Erica Miller

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Erica Miller, Senior Public Affairs Officer
External Affairs

DocuSigned by:

Brian Williams

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Brian Williams
Behavioral Health Developmental Disabilities

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EVALUATION CRITERIA	WEIGHT	The Black Cross, Inc.
Approach to Work	30%	30.0%
Qualifications of Key Personnel	20%	20.0%
Relevant Project Experience/Past Performance	25%	22.92%
Available of Key Personnel	13%	9.75%
Service Disabled Veterans Preference	2%	0.0
Cost Proposal	10%	10.0%
TOTAL SCORE:	100%	92.67