



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: November 8, 2024

PROJECT: 24RFP1323200A-BKJ, Federal Intergovernmental & Interagency Affairs 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.

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

1. Holland & Knight LLP
2. McGuireWoods Consulting
3. Roseland Concessions
4. Troutman Pepper Strategies

After review of the technical proposals the following firms were short-listed.

1. Holland & Knight LLP
2. McGuireWoods Consulting
3. Troutman Pepper Strategies

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 **McGuireWoods Consulting** with a total score of **84.42**, is the recommended vendor for the award of 24RFP1323200A-BKJ, Federal Intergovernmental & Interagency Affairs 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:

Signed by:



Fran Phillips-Calhoun

Division Manager

DocuSigned by:



Jessica Corbitt

Director of External Affairs

Signed by:



Jasmine Campbell

Legislative Policy Analyst

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EVALUATION CRITERIA	WEIGHT	Holland & Knight LLP	McGuireWoods Consulting	Troutman Pepper Strategies
Project Plan/Approach to Work	15%	11.25%	12.50%	13.75%
Qualifications of Key Personnel	25%	20.83%	18.75%	22.92%
Relevant Project Experience/Past Exp.	20%	11.67%	16.67%	13.33%
Availability of Key Personnel	18%	10.50%	16.50%	12.00%
Local Preference	5%	5.00%	5.00%	5.00%
Service Disabled Veterans Preference	2%	0.00%	0.00%	0.00%
Total Technical Scores		59.25%	69.42%	67.00%
Cost	15%	13.20%	15.00%	11.00%
TOTAL SCORE:		72.45%	84.42%	78.00%