



## INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** April 9, 2021

**PROJECT:** 21RFP022321B-YJ - Foreign Language Oral Interpretation and Written Translation 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 Fulton County Office of the County Auditor and the Department of Diversity and Civil Rights Compliance.

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

- 1) ACSI Translations
- 2) inLingo LLC
- 3) Interpreters Unlimited, Inc.
- 4) Language Line Services, Inc.
- 5) Propio LS, LLC
- 6) Telelanguage
- 7) Transperfect Translations International, Inc.
- 8) Voiance Language Services, 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 Transperfect Translations International, Inc. with a total score of 88.83%, is the recommended vendor for the award of 21RFP022321B-YJ - Foreign Language Oral Interpretation and Written Translation 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:**

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Trina Alston

Title VI Coordinator

DocuSigned by:



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Niger R. Thomas

DCRC Director

DocuSigned by:



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Melissa Cuthrell

DCRC Officer II

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EVALUATION CRITERIA	WEIGHT	ACSI Translations	inLingo LLC	Interpreters Unlimited, Inc	Language Line Services, Inc	Propio LS, LLC	Telelanguage	Transperfect Translations International, Inc	Voiance Language Services, LLC
Project Plan/Approach to Work	35%	26.25	2.92	14.58	29.17	23.33	8.75	29.17	26.25
Qualification of Key Personnel	20%	15.00	6.67	8.33	16.67	13.33	15.00	16.67	13.33
Revelant Project Experience/Past Performance	15%	10.00	5.00	6.25	12.50	10.00	12.50	15.00	10.00
Availability of Key Personnel	13%	7.58	8.67	3.25	11.92	7.58	9.75	13.00	9.75
Local Preference	5%	0.00	5.00	0.00	0.00	0.00	0.00	5.00	0.00
Service Disabled Veterans Preference	2%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Proposal	10%	4.98	7.30	7.33	2.99	3.95	4.91	10.00	4.22
TOTAL SCORE:	100%	63.81	35.55	39.74	73.24	58.20	50.91	88.83	63.55

*\*To sum Total Score columns highlight the row and press F9*