



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: November 19, 2021

PROJECT: #21RFP0914B-EC, State 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 External Affairs.

Three (3) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Georgia Public Affairs, LLC.
2. McGuireWoods Consulting LLC.
3. Joe Tanner and Associates

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 Georgia Public Affairs, LLC., is the recommended vendor for the award of #21RFP0914B-EC, State Intergovernmental & Interagency Affairs Services with a final score of **84.17%**.

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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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Jessica Corbitt

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Jessica A. Corbitt-Dominquez
Director, Office of External Affairs

DocuSigned by:

Fran Calhoun

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Fran Calhoun
Division Manager, Office of External Affairs

DocuSigned by:

Jasmine Campbell

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Jasmine Campbell
Legislative Assistant, Office of External Affairs

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| EVALUATION CRITERIA | WEIGHT | Georgia Public Affairs, LLC. | McGuireWoods Consulting, LLC | Joe Tanner and Associates | |
|---|----------------|-------------------------------------|-------------------------------------|----------------------------------|--|
| Project Plan/Approach to Work | 15.00% | 13.75% | 13.75% | 12.50% | |
| Qualifications of Key Personnel | 25.00% | 22.92% | 20.83% | 16.67% | |
| Relevant Project Experience | 20.00% | 20.00% | 16.67% | 13.33% | |
| Availability of Personnel | 18.00% | 16.50% | 12.00% | 16.50% | |
| Local Preference | 5.00% | 5.00% | 5.00% | 5.00% | |
| Service Disabled Veterans Preference | 2.00% | 0.00% | 0.00% | 0.00% | |
| Cost Proposal | 15.00% | 6.00% | 15.00% | 13.33% | |
| TOTAL SCORE: | 100.00% | 84.17% | 83.25% | 77.33% | |