



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** March 31, 2025

**PROJECT:** 25RFP1351128B-RT, County-Wide Audio-Visual Services Systems

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-referenced project on behalf of the Information & Technology Department.

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

1. Summit Solutionz Inc.
2. AVI Systems, Inc.
3. Realistic Computing, 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 Summit Solutionz Inc. and AVI Systems, Inc. are the recommended vendors for the award of #25RFP1351128B-RT, County-Wide Audio-Visual Services Systems with final scores of **85.69% and 84.77%** respectively.

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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:



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Bennie Marcus, Endpoint Support Engineer Senior

DocuSigned by:



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Brazos Price, Library Manager Technical Services

Signed by:



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Chiquita Barnswell, IT Program Manager

Signed by:



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Darren Smith, Chief Technology Officer

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EVALUATION CRITERIA	WEIGHT	Summit Solutionz Inc.	AVI Systems, Inc.	Realistic Computing Inc.
Project Approach	17.00%	14.88%	14.88%	11.69%
Qualifications of Key Personnel	23.00%	21.56%	21.56%	14.38%
Relevant Project Experience	19.00%	19.00%	16.63%	11.88%
Availability of Personnel	20.00%	16.25%	18.75%	11.25%
Local Preference	5.00%	0.00%	0.0%	0.00%
Service-Disabled Veterans Preference	2.00%	0.00%	0.00%	0.00%
Cost Proposal	14.00%	14.00%	12.95%	9.85%
TOTAL SCORE:	100.00%	85.69%	84.77%	59.05%