



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** November 19, 2021

**PROJECT:** #21RFP0915B-EC, 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 External Affairs.

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

1. McGuireWoods Consulting LLC.
2. Dentons US LLP
3. M & W Government Affairs, LLC. DBA Milne, Wiener & Shafe Global 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 LLC., is the recommended vendor for the award of #21RFP0915B-EC, Federal Intergovernmental & Interagency Affairs Services with a final score of **89.58%**.

Evaluation Committee Recommendation Letter

Date: November 19, 2021

#21RFP0915B-EC, Federal Intergovernmental & Interagency Affairs Services

Page | 2

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:

*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

## Evaluation Committee Recommendation Letter

Date: November 19, 2021

#21RFP0915B-EC, Federal Intergovernmental &amp; Interagency Affairs Services

Page | 3

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>McGuireWoods Consulting, LLC</b>	<b>Dentons US LLP</b>	<b>M &amp; W Government Affairs, LLC DBA Milne, Wiener &amp; Shafe Global Strategies</b>
<b>Project Plan/Approach to Work</b>	<b>15.00%</b>	<b>15.00%</b>	<b>13.75%</b>	<b>10.00%</b>
<b>Qualifications of Key Personnel</b>	<b>25.00%</b>	<b>25.00%</b>	<b>25.00%</b>	<b>18.75%</b>
<b>Relevant Project Experience</b>	<b>20.00%</b>	<b>18.33%</b>	<b>20.00%</b>	<b>16.67%</b>
<b>Availability of Personnel</b>	<b>18.00%</b>	<b>15.00%</b>	<b>12.00%</b>	<b>13.50%</b>
<b>Local Preference</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>
<b>Service Disabled Veterans Preference</b>	<b>2.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Cost Proposal</b>	<b>15.00%</b>	<b>11.25%</b>	<b>7.03%</b>	<b>15.00%</b>
<b>TOTAL SCORE:</b>	<b>100.00%</b>	<b>89.58%</b>	<b>82.78%</b>	<b>78.92%</b>