



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: January 20, 2021

PROJECT: #20RFP1212B-EC, External Grant Writing 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.

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

1. Strategic Funding Group, Inc.
2. Serve-U LLC
3. 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 Strategic Funding Group, Inc., is the recommended vendor for the award of #20RFP1212B-EC, External Grant Writing Services with a final score of **82.92%**.

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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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Fran Calhoun

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Fran Calhoun

Division Manager, Office of External Affairs

DocuSigned by:

Varonia Walker

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Varonia Walker

Grant Procurement Officer, Finance Department

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Gina S. Surgeon

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Gina S. Surgeon

Grants Financial Analyst, Finance Department

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EVALUATION CRITERIA	WEIGHT	Strategic Funding Group, Inc.	Serve-U LLC		
Project Approach	20.00%	20.00%	15.00%		
Qualification of Key Personnel	25.00%	25.00%	20.83%		
Relevant Project Experience	23.00%	19.17%	21.08%		
Availability of Personnel	15.00%	13.75%	11.25%		
Local Preference	5.00%	5.00%	5.00%		
Service Disabled Veterans Preference	2.00%	0.00%	0.00%		
Cost Proposal	10.00%	10.00%	5.43%		
TOTAL SCORE:	100.00%	82.92%	73.17%		