



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: December 18, 2020

PROJECT: 20RFP100920A-CJC, Legal Services for Fulton Courts Justice Resource Center

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposal submitted in response to the above-reference project on behalf of the Superior Court-Administration.

One (1) qualified firm submitted proposals for evaluation and consideration for award of this project:

1. Atlanta Legal Aid Society, 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 Atlanta Legal Aid Society, Inc. with a total score of 89.67 is the recommended vendor for the award of 20RFP100920A-CJC, legal Services for Fulton Courts justice Resource Center.

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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:

DocuSigned by:

Robin Cogswell

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Robin Cogswell, Chief Deputy Court Administrator
Superior Court-Administration

DocuSigned by:

Kimberly Brock

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Kimberly Brock, Director
Superior Court-Administration

DocuSigned by:

Jeannie Ashley

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Jeannie Ashley, Library Manager
Superior Court-Administration

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EVALUATION CRITERIA	WEIGHT	Atlanta Legal Aid Society, Inc.
Project Plan	20%	16.67
Qualification of Key Personnel	20%	20
Relevant Project Experience/Past Performance	20%	20
Available of Key Personnel	20%	15
Local Preference	5%	5
Service Disabled Veteran Preference	2%	0
Cost Proposal	13%	13
TOTAL SCORE:	100	89.67