



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: October 31, 2023

PROJECT: 23RFP476577A-KM, 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 98% is the recommended vendor for the award of 23RFP476577A-KM, Legal Services for Fulton Courts justice Resource Center.

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:

10/31/2023
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Robin Coggs, Deputy Court Administrator
Superior Court Administration

DocuSigned by:

11/01/2023
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Dr. Angela Taylor, Deputy Director Family
Division
Superior Court Administration

DocuSigned by:

10/31/2023
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Jeannie Ashley, Court Support Manager II
Superior Court Administration

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EVALUATION CRITERIA	WEIGHT	Atlanta Legal Aid Society, Inc.
Project Plan	20%	20%
Qualification of Key Personnel	20%	20%
Relevant Project Experience/Past Performance	20%	20%
Available of Key Personnel	20%	20%
Local Preference	5%	5%
Service-Disabled Veteran Preference	2%	0%
Cost Proposal	13%	13%
TOTAL SCORE:	100	98%