



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** November 24, 2021

**PROJECT:** 21RFP1108C-MH, "Financial Advisory 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 Finance Department.

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

1. First Tryon Securities, LLC d/b/a First Tryon Advisors
2. Raymond James Financial, Inc.
3. PFM Financial Advisors LLC

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 **Raymond James Financial, Inc.** with a total score of **79.71**, is the recommended vendor for the award of #21RFP1108C-MH, "Financial Advisory Services".

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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:



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Bryce Riddle, Investment officer

DocuSigned by:



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Sabrina McTier, Controller

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Ray Turner, Deputy Finance Director  
Finance

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<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>First Tryon Financial, LLC</b>	<b>PFM Financial Advisors , LLC</b>	<b>Raymond James Financial, Inc.</b>
<b>Project Plan/Approach to Work</b>	<b>25</b>	<b>22.92</b>	<b>16.67</b>	<b>20.83</b>
<b>Qualification of Key Personnel</b>	<b>15</b>	<b>12.50</b>	<b>11.25</b>	<b>11.25</b>
<b>Relevant Project Experience/Past Performance</b>	<b>25</b>	<b>22.92</b>	<b>18.75</b>	<b>20.83</b>
<b>Availability of Key Personnel</b>	<b>15</b>	<b>11.25</b>	<b>11.25</b>	<b>12.50</b>
<b>Local Preference</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>Service Disabled Veterans Preference</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cost Proposal</b>	<b>13</b>	<b>7.64</b>	<b>13</b>	<b>9.30</b>
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>77.23</b>	<b>75.92</b>	<b>79.71</b>

*\*To sum Total Score columns highlight the row and press F9*