INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: November 24, 2021

PROJECT: 21RFP1026C-MH, Unemployment Insurance 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.

One (1) qualified firms submitted proposals for evaluation and consideration for award of the Dental section of this project:

1. Corporate Cost Control, 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 **Corporate Cost Control, Inc.** with a total score of **82.75**, is the recommended vendor for the award of **#21RFP1026C-MH, Unemployment Insurance Services**.

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:

Melissa Barnett

Melissa Barnett, Employee Benefits Manager
Finance Department

Joshua Humphries

Joshua Humphries, PHR, SHRM-SCP
Human Resources Operations Manager

Ray Turner

Ray Turner, Deputy Finance Director
Finance

EVALUATION CRITERIA	WEIGHT	Corporate Cost Control, Inc.
Project Plan/Approach to Work	25	20.83
Qualification of Key Personnel	20	18.33
Relevant Project Experience/Past Performance	20	16.67
Availability of Key Personnel	13	11.92
Local Preference	5	0
Service Disabled Veterans Preference	2	0
Cost Proposal	15	15
TOTAL SCORE:	100.00	82.75

To sum Total Score columns highlight the row and press F9