



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: March 7, 2023

PROJECT: 23RFP137278A-CJC, Comprehensive Nutrition 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 Senior Services.

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

1. Meals on Wheels Atlanta
2. Open Hand Atlanta, 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 Open Hand Atlanta, Inc. with a total score of 85.04%, is the recommended vendor for the award of 23RFP137278A, Comprehensive Nutrition 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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Ladisa Onyiliogwu, Director
Department of Senior Services

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Kweli Rashied-Henry, Deputy Director
Department of Senior Services

DocuSigned by:



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Rafael Patterson, Program Manager
Department of Senior Services

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Brandy Coffee, Nutrition Coordinator
Department of Senior Services

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EVALUATION CRITERIA	WEIGHT	Meals on Wheels Atlanta	Open Hand Atlanta, Inc.
Project Plan /Approach to Work	36.0%	24.75	31.50
Qualifications of Key Personnel	20.0%	12.50	18.75
Relevant Project Experience/Past Performance	20.0%	16.25	18.75
Availability of Key Personnel	12.0%	6.75	11.25
Service Disabled Veterans Preference	2.0%	0.0	0.0
Cost Proposal	10.0%	10.0	4.79
TOTAL SCORE:	100.0%	70.25	85.04