



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** July 8, 2021

**PROJECT:** 21RFP060921C-MH for Business Process Review and Assessment  
of Registration & Election Operations

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 referenced solicitation:

1. The Elections Group, LLC
2. Gartner, Inc.
3. Gant Group, 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 **The Elections Group, LLC** with a total score of **77.50**, is the recommended vendor for the award of **21RFP060921C-MH for Business Process Review and Assessment of Registration & Election Operations**.

On July 21, 2021, Gartner, Inc. formally withdrew their proposal from consideration for award.

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:**

*Nadine Williams*

Ms. Nadine Williams,  
Elections Chief

*Patrick Eskridge*

Patrick Eskridge,  
Deputy Director of Registrations & Elections

*Mike Rowicki*

Mike Rowicki,  
Assistant to the Chief Strategy Officer

*Richard Barron*

Richard Barron,  
Director of Registration & Elections

*Robert Frady*

Robert Frady,  
Program Manager

Evaluation Committee Recommendation Letter

July 8, 2021

Page | 3

EVALUATION CRITERIA	WEIGHT	The Elections Group, LLC	<u>Gartner, Inc.</u> On 7/21/2021 Proposal was Withdrawn	Gant Group, Inc.
Project Plan/Approach to Work	30	24	28.50	16.50
Qualification of Key Personnel	20	17	17	10
Relevant Project Experience/Past Performance	20	17	18	11
Project Schedule	5	3.50	3.50	2.75
Availability of Key Personnel	8	6	7.2	4
Local Preference	5	0	5	0
Service Disabled Veterans Preference	2	0	0	0
Cost Proposal	10	10	3.01	9.41
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>77.50</b>	<b>82.21</b>	<b>53.66</b>

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