



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: July 16, 2021

PROJECT: 21RFP063021B-YJ, Performing Arts and Disability Study: An Organizational Feasibility Study for Artists, Audiences and Non-Performing Arts Staff with Disabilities

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 Fulton County Department of Arts & Culture.

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

- 1) Sizemore Group LLC
- 2) Keen Independent Research 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 Sizemore Group LLC with a total score of 87.50%, is the recommended vendor for the award of 21RFP063021B-YJ, Performing Arts and Disability Study: An Organizational Feasibility Study for Artists, Audiences and Non-Performing Arts Staff with Disabilities.

Evaluation Committee Recommendation Letter

July 16, 2021

Page | 2

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:

David Manuel

E41CE12C05E74A9...

David Manuel

Director, Arts & Culture

DocuSigned by:

Alex Frankcombe

B04DFF56F1AD43D...

Alex Frankcombe

Public Arts Manager

DocuSigned by:

Sara Dunnaway

F031A1D405DF4BD...

Sara Dunnaway

DCRC Officer II/Access

Evaluation Committee Recommendation Letter
July 16, 2021
Page | 3

EVALUATION CRITERIA	WEIGHT	Keen Independent	Sizemore Group
Project Plan/Approach to Work	20%	16.67	18.33
Qualification of Key Personnel	30%	27.50	27.50
Revelant Project Experience/Past Performance	23%	19.17	19.17
Availability of Key Personnel	10%	4.17	7.50
Service Disabled Veterans Preference	2%	0.00	0.00
Cost Proposal	15%	14.85	15.00
TOTAL SCORE:	100%	82.35	87.50

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