

RFP# 42823C _____

Date: 6/1/2023 _____

Evaluator: 2 Evaluators _____

	RFP Ref#	Vendor A	Vendor B	Vendor C
		Off-Site Records Management	Proshred	
Required Forms	Section			
1 Original Copy – Technical Proposal	6.2.a	√	√	
1 Original Copy – Cost Proposal	6.2.b	√	√	
	Section 8.0			
Acceptance of Terms and Conditions	Attach. 3	√	√	
General Certifications Form	Attach. 4	√	√	
Darfur Contracting Act Certification	Attach. 5	√	√	
DVBE Incentive	4.0			
Payee Data Record Provided	Attach. 6	√	√ (W-9)	
Iran Contracting Act Certification	Attach. 7	√	√	
Iran Contracting Act Certification	Attach. 8	√	√	
Small Business Declaration	Attach. 9	√	√	
References Provided	Section 7.1.d	√		
Copy of Current Business License	Section. 7.1.f.4	√	√	
	Max Points	Average	Average	
Evaluation of Proposals - Criterion	Sect. 10.0			
Quality of Work Plan Submitted	5	5	4	
Cost	50	47.5	30	
Ability to meet timing requirements to complete the project.	20	19	15	
Experience of similar assignments	10	10	10	
Credentials of staff to be assigned to the project	5	5	0	
Acceptance of Terms and Conditions	10	10	9	
Disabled Veterans Business Enterprise Incentive	3			
Small Business Declaration	5	5	5	
TOTAL POINTS	100	96.5	73	

6/1/2023 – Evaluators submitted evaluation sheets to procurement. Based on the evaluation averages above, Procurement recommends that **Off-Site Records Management** be awarded the contract.

Project Manager: Collin Courroy Date: 6/1/2023

Division Director Signature: Lisa Herrick Date: 6/1/2023