

# Memo

To: Board of Trustees

From: Dr. Devin Stephenson

Date: February 12, 2019

Re: Purchasing Contracts:

1. RFP 2018-2019-01 Evaluation Committee Recommendation Grant Evaluator
2. ITB 2018-2019-02 Invasive Plant Treatment on Coastal Dune Lakes in Walton County

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1. Sealed proposals for **RFP 2018-2019-01 Evaluation Committee Recommendation Grant Evaluator** were opened on Thursday, January 24, 2019 at 2 p.m. The following proposals were received:

- Community Evaluation Solutions, Inc.
- E.B. Howard Consulting
- Miller & Associates
- Shaffer Evaluation Group
- Suntek Industries, Inc.
- WestEd

Based on the analysis of the bids, the committee concluded that Miller & Associates meets bid specifications based on their experience with Title III grants, past performance with grant applications, fees, and references.

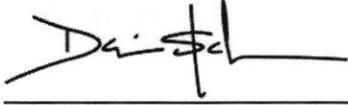
2. Sealed proposals for **ITB 2018-2019-02 Invasive Plant Treatment on Coastal Dune Lakes in Walton County** were opened on Monday, January 28, 2019 at 2 p.m. The following proposals were received:

- 7C's Services, Inc.

Based on the analysis of the bids, the committee concluded that 7C's Services, Inc. meets bid specifications based on their 20+ years' experience in aquatic plant treatment along with maintaining the necessary insurance and licenses. They have a good understanding of the project and are under budgeted cost.

RECOMMENDATION: The NWF State College Board of Trustees approves the both Purchasing contracts: **RFP 2018-2019-01 Evaluation Committee Recommendation Grant Evaluator** and

ITB 2018-2019-02 Invasive Plant Treatment on Coastal Dune Lakes in Walton County, as presented.

A handwritten signature in black ink, appearing to be "D. S. L.", written over a horizontal line.

President

02/12/2019

Date



**Evaluation Matrix**

Reviewer	Community Evaluation Solutions	E.B. Howard	Miller & Associates	Shaffer Evaluation Group	Suntek Industries	WestEd
Reviewer 1	7	10	16	12	7	13
Reviewer 2	15	19	20	17	15	19
Reviewer 3	11	11	19	18	11	15
<b>Average Rating</b>	<b>11</b>	<b>13.3</b>	<b>18.3</b>	<b>15.7</b>	<b>11</b>	<b>15.7</b>

**Community Evaluation Solutions**

Criterion	Weight	Reviewer 1	Reviewer 2	Reviewer 3
		Rating	Rating	Rating
Technical knowledge, expertise and experience	25%	2	4	4
Demonstrated past performance - Demonstrates successful past performance with community colleges; experience with similar size institutions; experience with similar projects	35%	0	4	2
Fee/Cost -- Competitiveness of fees	25%	3	3	2
References	15%	2	4	3

**E.B. Howard**

Criterion	Weight	Reviewer 1	Reviewer 2	Reviewer 3
		Rating	Rating	Rating

Technical knowledge, expertise and experience	25%	3	5	3
Demonstrated past performance - Demonstrates successful past performance with community colleges; experience with similar size institutions; experience with similar projects	35%	2	5	2
Fee/Cost -- Competitiveness of fees	25%	2	4	2
References	15%	3	5	4

**Miller & Associates**

Criterion	Weight	Reviewer 1	Reviewer 2	Reviewer 3
		Rating	Rating	Rating
Technical knowledge, expertise and experience	25%	4	5	5
Demonstrated past performance - Demonstrates successful past performance with community colleges; experience with similar size institutions; experience with similar projects	35%	5	5	5
Fee/Cost -- Competitiveness of fees	25%	3	5	4
References	15%	4	5	5

**Shaffer Evaluation Group**

Criterion	Weight	Reviewer 1	Reviewer 2	Reviewer 3
		Rating	Rating	Rating
Technical knowledge, expertise and experience	25%	3	5	5

Demonstrated past performance - Demonstrates successful past performance with community colleges; experience with similar size institutions; experience with similar projects	35%	5	5	5
Fee/Cost -- Competitiveness of fees	25%	2	3	3
References	15%	2	4	5

**Suntek Industries**

Criterion	Weight	Reviewer 1	Reviewer 2	Reviewer 3
		Rating	Rating	Rating
Technical knowledge, expertise and experience	25%	1	3	2
Demonstrated past performance - Demonstrates successful past performance with community colleges; experience with similar size institutions; experience with similar projects	35%	2	4	2
Fee/Cost -- Competitiveness of fees	25%	1	4	2
References	15%	3	4	5

**WestEd**

Criterion	Weight	Reviewer 1	Reviewer 2	Reviewer 3
		Rating	Rating	Rating
Technical knowledge, expertise and experience	25%	5	5	4
Demonstrated past performance - Demonstrates successful past performance with community colleges; experience with similar size institutions; experience with similar projects	35%	3	5	4

Fee/Cost -- Competitiveness of fees	25%	3	4	2
References	15%	2	5	5