

October 31, 2013

TO: Gary R. Cavin, Director and CIO, Department of Technology

From: Mark Freeman, Assistant Director, Department of Technology *Mark Freeman*

SUBJECT: Award of SA005117 Fiber Geodatabase RFP

The Department of Technology (DoT) through utilization of a Request for Proposals, received three proposals in response to SA005117 for professional services to create a geodatabase of the City's fiber assets. An evaluation committee of three Department of Technology employees scored all proposals, selected two finalists for additional discussions, rescored the finalist proposals, and is unanimously recommending that award be made to the highest scoring proposal submitted by T&M Associates.

As detailed in the RFP, the committee used the following criteria to score proposals:

1. Competence (up to 25 points): based on background and qualifications of vendor, and qualifications and experience of proposed staff.
2. Quality and Feasibility (up to 25 points): Demonstrated understanding of required services and deliverables; feasibility of proposed project plan.
3. Ability (up to 10 points): will proposed staff be available or will equivalent staff be made available to work on the City project? Is the vendor financially stable?
4. Past Performance (up to 15 points): proven ability to provide the proposed solution as demonstrated by experience of past customers.
5. Cost & Payment Terms (up to 25 points): lowest cost proposal and favorability of payment terms.

The committee scores are summarized in the following table:

Vendor	Total	Rank
T&M Associates	95.7	1
Stantec	92.0	2
Royal Technocrats	57.0	3

Please contact me with any questions or concerns.

CC: Gwen Akroettoe, Assistant Director, Department of Technology

