

October 1, 2013

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

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

SUBJECT: Award of SA005016 Key Management System RFP

The Department of Technology (DoT) through utilization of a Request for Proposals, received six proposals in response to SA005016 for a vehicle key management system in support of the Department of Public Utilities. An evaluation committee of seven employees from the Department of Technology, Department of Public Utilities, and Fleet Management Division scored all proposals, selected three finalists for additional discussions, rescored the finalist proposals, and is recommending that award be made to the highest scoring proposal submitted by Canadian Time Systems (dba Key Tracer Systems), offering the ProxSafe key management system.

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

1. Competence (up to 20 points): based on background and qualifications of vendor, and qualifications and experience of proposed staff.
2. Quality and Feasibility (up to 20 points): Overall benefit of proposed solution; Does the solution satisfy City requirements? Is the proposed project plan feasible?
3. Ability (up to 20 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 20 points): proven ability to provide the proposed solution as demonstrated by experience of past customers.
5. Cost & Payment Terms (up to 20 points): Who has lowest cost? How reasonable are the cost estimates?

The committee scores are summarized in the following table:

Vendor	Total (100)
Key Tracer	74.3
Agile Access Control	68.9
AssetWorks	67.9
KeyTrak	52.6
Keyper Systems	50.9
Morse Watchmans	49.0

Please contact me with any questions or concerns.

CC: Gwen Akrobettoe, Assistant Director, Department of Technology
Sonia Krammes, ITAM, Department of Technology

