

January 14, 2014

TO: Gary R. Cavin, Director and CIO, Department of Technology
From: Mark Freeman, Assistant Director, Department of Technology *Mark Freeman*
SUBJECT: Award of SA005133 Sharepoint Professional Services RFP

The Department of Technology (DoT) through utilization of a Request for Proposals, received nine proposals in response to SA005133 for services to assist the City in upgrading its intranet environment to Sharepoint 2013. An evaluation committee of five DoT employees scored all proposals, and is recommending that award be made to the highest scoring proposal submitted by Information Control Corporation.

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 services needed; 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 25 points): proven ability to provide the proposed services as demonstrated by experience of past customers.
5. Cost & Payment Terms (up to 15 points): cost of proposed services.

The committee scores are summarized in the following table:

Vendor	Competence	Quality & Feasibility	Ability	Past Performance	Cost	Total	Rank
ICC	20.4	19.4	9.4	20.8	7.6	79.2	1
Cardinal Solutions	19.2	18.0	8.4	19.0	7.0	71.8	2
Vertex	17.2	16.6	8.4	18.6	8.6	69.4	3
InteractiveBusSys	16.6	14.6	8.4	16.6	11.0	67.4	4
22nd Century	12.2	15.8	7.6	15	10.2	60.8	5
Ascendum	9.6	17.8	4.6	12.2	11.6	55.8	6
TMH Solutions	16.2	16.8	7	8.4	6.8	55.2	7
Planet Technologies	8.4	15.2	5	15.8	6.4	50.8	8
Avennire Xtek	6.2	11.8	1.2	8	7	34.2	9

Please contact me with any questions or concerns.

CC: Jim Bodi, Deputy Director, Department of Technology
Gwen Akrobettoe, Assistant Director, Department of Technology

