

**City of Alachua**  
**Proposal Summary Score Sheet**  
**RFP 2018-01**

**FY 2017-2108 Grant Administration and Other Grant Support Services**

**Proposal 1: Guardian Community Resource Management, Inc.**

**Proposal 2: Summit Professional Services, Inc.**

	Proposal 1	Proposal 2
<b>Selection Committee Member 1</b>	79	85
<b><i>Selection Committee Member 2</i></b>	94	93
<b>Selection Committee Member 3</b>	75	94
<b>TOTAL SUMMARY</b>	<b>248</b>	<b>272</b>

**\*\*Highest Summary Score is Ranked First.**

**1<sup>st</sup> Ranked – Summit Professional Services, Inc.**

**2<sup>nd</sup> Ranked – Guardian Community Resource Management, Inc.**

**Ranking Date: November 6, 2017**

Scoring Sheet for Evaluation of Requests for Proposals  
FY 2017-2018 Grant Administration and Other Grant Support Services  
RFP 2018-01

Selection Committee Member #1

Criteria	Factors to Consider	Points Available	Score		
			Firm 1	Firm 2	Notes
1.	Staff administration knowledge of sources of grant funds available to municipal government.	0-20	20	18	
2.	Consultant's years of experience writing and managing grants for local governments in Florida.	0-20	18	19	
3.	Quality of the consultant's proposed approach to administering the grant.	0-20	18	13	
4.	Number of letters of recommendation (dated 2011 or later) for services provided in the Consultant's proposal	0-20	13	20	
5.	Proposed fee and pricing methodology.	0-20	10	15	
6.	<b>Minority Business Enterprise.</b> Award 5 points if the firm is a MBE or WBE. This score is used only in the event of a tie for the highest total ranking.	0-5	WBE 5	WBE 5	
Total Score:			79	85	
Max of 100 pts			Max of 100 pts		

\* Minority Business Enterprise  
\*\* Women Business Enterprise

Committee Member: ROBERT BONETTI  
Date: 11-6-17

Scoring Sheet for Evaluation of Requests for Proposals  
FY 2017-2018 Grant Administration and Other Grant Support Services  
RFP 2018-01

Selection Committee Member #2

Criteria	Factors to Consider	Points Available	Score		
			Firm 1	Firm 2	Notes
1.	Staff administration knowledge of sources of grant funds available to municipal government.	0-20	18	17	
2.	Consultant's years of experience writing and managing grants for local governments in Florida.	0-20	17	18	
3.	Quality of the consultant's proposed approach to administering the grant.	0-20	20	18	
4.	Number of letters of recommendation (dated 2011 or later) for services provided in the Consultant's proposal	0-20	19	20	
5.	Proposed fee and pricing methodology.	0-20	20	20	
6.	<b>Minority Business Enterprise.</b> Award 5 points if the firm is a MBE or WBE. This score is used only in the event of a tie for the highest total ranking.	0-5			
Total Score:			94	93	
Max of 100 pts			Max of 100 pts		

\* Minority Business Enterprise  
\*\* Women Business Enterprise

Committee Member:

*[Signature]*

Date: 11-4-17

Scoring Sheet for Evaluation of Requests for Proposals  
FY 2017-2018 Grant Administration and Other Grant Support Services  
RFP 2018-01

Selection Committee Member #3

Criteria	Factors to Consider	Points Available	Score		
			Firm 1	Firm 2	Notes
1.	Staff administration knowledge of sources of grant funds available to municipal government.	0-20	15	18	
2.	Consultant's years of experience writing and managing grants for local governments in Florida.	0-20	17	19	
3.	Quality of the consultant's proposed approach to administering the grant.	0-20	19	19	
4.	Number of letters of recommendation (dated 2011 or later) for services provided in the Consultant's proposal	0-20	14	19	
5.	Proposed fee and pricing methodology.	0-20	10	19	
6.	<b>Minority Business Enterprise.</b> Award 5 points if the firm is a MBE or WBE. This score is used only in the event of a tie for the highest total ranking.	0-5	5	5	
Total Score:			75	94	
Max of 100 pts			Max of 100 pts		

\* Minority Business Enterprise  
\*\* Women Business Enterprise

Committee Member: Kathryn Winburn  
Date: 11/6/17