

**City of Alachua
Proposal Summary Score Sheet
RFP 2020-01
FFY 2108 Small Cities Community Development Block Grant (CDBG)
Grant Administration Services**

Proposal 1: Summit Professionals, Inc.

Proposal 2: Guardian Community Resource Management, Inc.

	Proposal 1	Proposal 2
Selection Committee Member 1	85	86
Selection Committee Member 2	91	89
Selection Committee Member 3	82	80
TOTAL SUMMARY	258	255

****Highest Summary Score is Ranked First****

1st Ranked – Summit Professionals, Inc.

2nd Ranked – Guardian Community Resource Management, Inc.

Ranking Date: March 4, 2020

Scoring Sheet for Evaluation of Request for Proposals
FFY 2018 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
RFP 2020-01

Criteria	Factors to Consider	Points Available	Proposal #1 Summit Professional Services, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	18	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	17	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	17	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	18	
5.	Proposed fee.	0-20	15	
6.	Minority Business Enterprise. 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	0	
*Minority Business Enterprise **Women Business Enterprise		Total Score:	85	
			Max of 100 pts	

SELECTION COMMITTEE MEMBER #1

Committee Member: _____

Date: 3/4/20

Scoring Sheet for Evaluation of Request for Proposals
FFY 2018 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
RFP 2020-01

Criteria	Factors to Consider	Points Available	Proposal #2 Guardian Community Resource Management, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	16	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	16	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	17	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	17	
5.	Proposed fee.	0-20	20	
6.	Minority Business Enterprise. 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	
*Minority Business Enterprise **Women Business Enterprise		Total Score:	86	
			Max of 100 pts	

SELECTION COMMITTEE MEMBER #1

Committee Member: _____

Date: 3/4/20

Scoring Sheet for Evaluation of Request for Proposals
FFY 2018 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
RFP 2020-01

Criteria	Factors to Consider	Points Available	Proposal #1 Summit Professionals, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	19	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	19	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	19	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	18	
5.	Proposed fee.	0-20	16	
6.	Minority Business Enterprise. 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	0	
*Minority Business Enterprise **Women Business Enterprise		Total Score:	91	
			Max of 100 pts	

SELECTION COMMITTEE MEMBER #2

Committee Member: _____
Date: 3/4/2020

Scoring Sheet for Evaluation of Request for Proposals
FFY 2018 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
RFP 2020-01

Criteria	Factors to Consider	Points Available		
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	Proposal #2 Guardian Community Resource Management, Inc.	Notes
			17	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	18	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	18	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	16	
5.	Proposed fee.	0-20	20	
6.	Minority Business Enterprise. 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	
*Minority Business Enterprise **Women Business Enterprise		Total Score:	89	
			Max of 100 pts	

SELECTION COMMITTEE MEMBER #2
Committee Member: _____
Date: 3/4/2020

Scoring Sheet for Evaluation of Request for Proposals
FFY 2018 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
RFP 2020-01

Criteria	Factors to Consider	Points Available	Proposal #1 Summit Professionals, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	17	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	16	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	18	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	18	
5.	Proposed fee.	0-20	13	
6.	Minority Business Enterprise. 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:	82	
			Max of 100 pts	

*Minority Business Enterprise

**Women Business Enterprise

Committee Member: SELECTION COMMITTEE MEMBER #3
Date: 3/4/2020

Scoring Sheet for Evaluation of Request for Proposals
FFY 2018 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
RFP 2020-01

Criteria	Factors to Consider	Points Available	Proposal #2 Guardian Community Resource Management, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	16	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	16	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	16	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	16	
5.	Proposed fee.	0-20	16	
6.	Minority Business Enterprise. 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		
*Minority Business Enterprise **Women Business Enterprise		Total Score:	80	
			Max of 100 pts	

Committee Member: **SELECTION COMMITTEE MEMBER #3**

Date: 3/4/2020