

# **MEMO**

# OFFICE OF THE DISTRICT ATTORNEY

TODD SPITZER
District Attorney-Public Administrator

DATE: April 20, 2021

TO: Victor Cumberland, Purchasing Manager

FROM: RFP Evaluation Committee

SUBJECT: Recommendation for Award

The Evaluation Committee for RFP No. 026-C027585-VC for Victim/Witness Assistance Program rates the responding Respondents as follows:

File Folder No: C027585	RFP No: 026-C027585-VC
Proposal responses released to Evaluation C	ommittee: April 13, 2021
Deputy Purchasing Agent	>
Signature:	

#### **EVALUATION COMMITTEE RATING/RECOMMENDATION FOR AWARD**

The Evalua	tion Committee rates responses to th	e RFP as follows:
RATING	RESPONDENT	JUSTIFICATION
98.8	Waymakers	Comprehensive services, vast experience, well written proposal, good video presentation
Committee	Chairperson Signature:	Date: 4/20/2021
Evaluation (	Committee Member #2 Signature:	Date: 4/20/2021
Evaluation (	committee Member #3 Signature:	Date: 4/20/2021
	DA/PURCHASIN	
Deputy Pur	chasing Agent Recommendation:	net all AFP requirements.
Deputy Pure	chasing Agent Signature	

	RFP No.: 026-C027585-VC Victim/Witness Assistance Program	
	Phase I - Evaluation Criteria	
Company Waymakers	5.0 5.0 5.0 5.0 4.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0 5	
Lation Criteria - 100 points spondent's expertise and ext spondent's billing rates and it spondent's billing rates and stondent's billity to demonst spondent's resources availat spondent's provided referent spondent's proposal Organiz	Evaluation Criteria - 100 points (Weight 75%):  Evaluation Criteria - 100 points (Weight 75%):  2. Respondent's billing rates and experience in providing the services within the Scope of Work.  3. Respondent's billing rates and fee structure.  4. Respondent's resources available to provide services as specified in the Scope of Work.  5. Respondent's provided references. Respondent to provide a minimum of three references.  6. Respondent's provided references of response and degree of compliance with County Model Contract.	Welghts 25 30 20 10 10 5
	Weighted Scores	
Company	Evaluator 1 Evaluator 2 Evaluator 3 Evaluator 4	Evaluator 5 TOTAL
Waymakers	10.0   4.0   25.0   30.0   20.0   10.0   10.0   4.0   25.0   30	73.8
Vaymakers	5.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0	15.0
Oral Presentation - 100 Points (Weight 25%)  1. Respondent's oral presentation		Welghts 100
	Weighted Scores	
Company	Evaluator 1	Evaluator 5 TOTAL 25.0 0.0
	0.0 0.0	0.0
Phase I and II Totals	III Totals	
age 2 of		
Committee Chairperson Signature Evaluation Committee Signature #2 Evaluation Committee Signature #3	4 .	
	•	

#### Evaluation Scoring Sheet RFP # 026-C027585-VC Victim/Witness Assistance Program

Proposer's Name: Waymakers
Evaluator Number: Evaluator # 1

Weight: 75%

Score: Scores ranging from 0 "Unacceptable to 5 "Excellent" are given for

each criteria as follows:

5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 =

Poor; 0 = Unacceptable

CRITERIA – PHASE I	Weight (%)	Score (0-5)	Total (Weight X Score)
1. RESPONDENT'S EXPERTISE AND EXPERIENCE IN PROVIDING THE SERVICES WITHIN THE SCOPE OF WORK.	25%/5 points	5	25
<ul> <li>Proposal demonstrates:</li> <li>Specific significant related experience and expertise in the services requested in the Statement of Work;</li> <li>Experience providing same/similar services for public agencies;</li> <li>Provide an Organizational Chart;</li> <li>Provide a synopsis.</li> </ul>			
Notes:			

2. RESPONDENT'S BILLING RATE AND FEE STRUCTURE	30%/6 points	5	30
<ul> <li>Proposal demonstrates:</li> <li>Proposed billing rates/costs are comparable to others in the industry;</li> <li>Proposed billing rates/costs provided within County budget.</li> </ul>			
Notes:	,		
	•		
		-	
2 DECRONDENTIC ADMITY TO DEMONSTRATE QUALITY OF	000/14		
3. RESPONDENT'S ABILITY TO DEMONSTRATE QUALITY OF SERVICES WITHIN THE SCOPE OF WORK.	20%/4 points	5	20
SERVICES WITHIN THE SCOPE OF WORK. Proposal demonstrates:		5	20
Proposal demonstrates:  • Understanding of project & objectives as it relates to the		5	20
SERVICES WITHIN THE SCOPE OF WORK. Proposal demonstrates:		5	20
Proposal demonstrates:  • Understanding of project & objectives as it relates to the Statement of Work;  • Methods for approaching project and established plan to accomplish the services noted in the Statement of Work;		5	20
Proposal demonstrates:  • Understanding of project & objectives as it relates to the Statement of Work;  • Methods for approaching project and established plan to accomplish the services noted in the Statement of Work;  • List a minimum of five (5) years of experience with same of like		5	20
SERVICES WITHIN THE SCOPE OF WORK.  Proposal demonstrates:  • Understanding of project & objectives as it relates to the Statement of Work;  • Methods for approaching project and established plan to accomplish the services noted in the Statement of Work;  • List a minimum of five (5) years of experience with same of like services.		5	20
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4. RESPONDENT'S RESOURCES AVAILABLE TO PROVIDE SERVICES AS SPECIFIED IN THE SCOPE OF WORK.	10%/2 points	5	10
Proposal demonstrates:	Pointo		
<ul> <li>Qualifications of key personnel; ability to provide experienced staffing to fulfill the services outlined in the Scope of Work; project manager and key personnel possess experience working</li> </ul>			
with public agencies to provide similar services.  Notes:			
Notes.			
5. RESPONDENT'S PROVIDED REFERENCES. RESPONDENT	10%/2	<u> </u>	
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.	10%/2 points	5	(0
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:		5	(0
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the		5	(0
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the firm's expertise, experience, and qualifications to provide the		5	(0)
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the		5	(0
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the firm's expertise, experience, and qualifications to provide the requested services;		5	(0)
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the firm's expertise, experience, and qualifications to provide the requested services;  The overall quality of Respondent's references.		5	(0)
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the firm's expertise, experience, and qualifications to provide the requested services;  The overall quality of Respondent's references.		5	(0)
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TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the firm's expertise, experience, and qualifications to provide the requested services;  The overall quality of Respondent's references.		5	(0

5%/1 point	4	4
40	II,	
400	40	
		75
nted point	score total	74.3
		-10 to 341
	100 hted Poss	point

## CRITERIA – PHASE II

Score: Scores ranging from 0 "Unacceptable to 5 "Excellent" are given for each criteria as follows:  5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor; 0 = Unacceptable  Weight Score	
Weight Score	
CRITERIA - PHASE II (%) (0-5)	Total (Weight X Score)
ORAL PRESENTATIONS. 100% 5	25
Respondent Total 100 0	025
Total Weighted Possible Score	25
Converted to 25 weighted point score total	25

Evaluation Scoring Sheet RFP # 026-C027585-VC Victim/Witness Assistance Program

Proposer's Name: Waymakers
Evaluator Number: Evaluator # 2

Weight: 75%

**Score:** Scores ranging from 0 "Unacceptable to 5 "Excellent" are given for

each criteria as follows:

5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 =

Poor; 0 = Unacceptable

CRITERIA – PHASE I	Weight (%)	Score (0-5)	Total (Weight X Score)
1. RESPONDENT'S EXPERTISE AND EXPERIENCE IN PROVIDING THE SERVICES WITHIN THE SCOPE OF WORK.	25%/5 points	5	25
<ul> <li>Proposal demonstrates:</li> <li>Specific significant related experience and expertise in the services requested in the Statement of Work;</li> <li>Experience providing same/similar services for public agencies;</li> <li>Provide an Organizational Chart;</li> <li>Provide a synopsis.</li> </ul>			
Notes:			1

2. RESPONDENT'S BILLING RATE AND FEE STRUCTURE	30%/6 points	5	30
Proposal demonstrates:  • Proposed billing rates/costs are comparable to others in the industry;  • Proposed billing rates/costs provided within County budget.			
Notes:			
		-	
	`		
3. RESPONDENT'S ABILITY TO DEMONSTRATE QUALITY OF SERVICES WITHIN THE SCOPE OF WORK.	20%/4 points	5	20
SERVICES WITHIN THE SCOPE OF WORK.  Proposal demonstrates:  • Understanding of project & objectives as it relates to the		5	20
SERVICES WITHIN THE SCOPE OF WORK. Proposal demonstrates:		5	20
SERVICES WITHIN THE SCOPE OF WORK.  Proposal demonstrates:  • Understanding of project & objectives as it relates to the Statement of Work;  • Methods for approaching project and established plan to		5	20
Proposal demonstrates:  • Understanding of project & objectives as it relates to the Statement of Work;  • Methods for approaching project and established plan to accomplish the services noted in the Statement of Work;  • List a minimum of five (5) years of experience with same of like		5	20
SERVICES WITHIN THE SCOPE OF WORK.  Proposal demonstrates:  • Understanding of project & objectives as it relates to the Statement of Work;  • Methods for approaching project and established plan to accomplish the services noted in the Statement of Work;  • List a minimum of five (5) years of experience with same of like services.		5	20
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4. RESPONDENT'S RESOURCES AVAILABLE TO PROVIDE SERVICES AS SPECIFIED IN THE SCOPE OF WORK.	10%/2 points	5	10
Proposal demonstrates:	ponits		
Qualifications of key personnel; ability to provide experienced			
staffing to fulfill the services outlined in the Scope of Work;			
project manager and key personnel possess experience working			
with public agencies to provide similar services.			
Notes:			
5. RESPONDENT'S PROVIDED REFERENCES. RESPONDENT	10%/2	5	10
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.	10%/2 points	5	10
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:		5	10
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the		5	10
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the firm's expertise, experience, and qualifications to provide the		5	10
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		-	,
6. RESPONDENT'S PROPOSAL ORGANIZATION/COMPLETENESS OF RESPONSE AND DEGREE OF COMPLIANCE WITH COUNTY MODEL CONTRACT.	5%/1 point	4	4
Completeness of response in accordance with RFP instructions:  • Proposal is complete, comprehensive, and well-organized;  • RFP requirements are addressed and adhered to;			
Any exceptions noted and/or taken.	1		
Notes:			
Deem on deat Tetal	100	99	743
Respondent Total		1 5 V	
Total Wei	ghted Poss	ble Score	75
Converted to 75 weight	hted point s	score total	
Additional Comments:			

## CRITERIA - PHASE II

Weight: 25%.			
<b>Score:</b> Scores ranging from 0 "Unacceptable to 5 "Excellent" are given for each criteria as follows: 5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor; 0 = Unacceptable		ılı.	
CRITERIA - PHASE II	Weight (%)	Score (0-5)	Total (Weight X Score)
ORAL PRESENTATIONS.	100%	5	25
Notes:			
Respondent Total	100	0	025
	hted Possil	ole Score	25
Converted to 25 weigh			25

#### Evaluation Scoring Sheet RFP # 026-C027585-VC Victim/Witness Assistance Program

Proposer's Name: Waymakers Evaluator Number: Evaluator # 3

Weight: 75%

Score: Scores ranging from 0 "Unacceptable to 5 "Excellent" are given for

each criteria as follows:

5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 =

Poor; 0 = Unacceptable

CRITERIA – PHASE I	Weight (%)	Score (0-5)	Total (Weight X Score)
1. RESPONDENT'S EXPERTISE AND EXPERIENCE IN PROVIDING THE SERVICES WITHIN THE SCOPE OF WORK.	25%/5 points	5	25
Proposal demonstrates:  Specific significant related experience and expertise in the services requested in the Statement of Work;  Experience providing same/similar services for public agencies;  Provide an Organizational Chart;  Provide a synopsis.			
Notes:			
		_	

2. RESPONDENT'S BILLING RATE AND FEE STRUCTURE	30%/6 points		
Proposal demonstrates:  • Proposed billing rates/costs are comparable to others in the industry;  • Proposed billing rates/costs provided within County budget.		5	30
Notes:			-
	`		
3. RESPONDENT'S ABILITY TO DEMONSTRATE QUALITY OF SERVICES WITHIN THE SCOPE OF WORK.	20%/4 points	5	20
Proposal demonstrates:			
<ul> <li>Understanding of project &amp; objectives as it relates to the Statement of Work;</li> </ul>			
Methods for approaching project and established plan to			
accomplish the services noted in the Statement of Work;			
•			
• List a minimum of five (5) years of experience with same of like			
services.			
services.			

4. RESPONDENT'S RESOURCES AVAILABLE TO PROVIDE SERVICES AS SPECIFIED IN THE SCOPE OF WORK.	10%/2 points	4	8
Proposal demonstrates:			
<ul> <li>Qualifications of key personnel; ability to provide experienced staffing to fulfill the services outlined in the Scope of Work;</li> </ul>			
project manager and key personnel possess experience working with public agencies to provide similar services.			
Notes:			
	-		
· · · · · · · · · · · · · · · · · · ·			
5. RESPONDENT'S PROVIDED REFERENCES. RESPONDENT TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.	10%/2	5	10
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:	10%/2 points	5	10
TO PROVIDE A MINIMUM OF THREE (3) REFERENCES.  Proposal demonstrates:  References submitted by Respondent provide evident of the		5	10
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6. RESPONDENT'S PROPOSAL ORGANIZATION/COMPLETENESS OF RESPONSE AND DEGREE OF COMPLIANCE WITH COUNTY MODEL CONTRACT. Completeness of response in accordance with RFP instructions: • Proposal is complete, comprehensive, and well-organized; • RFP requirements are addressed and adhered to; • Any exceptions noted and/or taken.  Notes:	5%/1 point	# 4 798	4
Respondent Total	100	97	72.8
Total Weig	hted Poss	-	75
Converted to 75 weigh			
	* * * * * * * * * * * * * * * * * * * *		
Additional Comments:			

## CRITERIA - PHASE II

Weight: 25%.			
<b>Score:</b> Scores ranging from 0 "Unacceptable to 5 "Excellent" are given for each criteria as follows: 5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor; 0 = Unacceptable			·
CRITERIA - PHASE II	Weight (%)	Score (0-5)	Total (Weight X Score)
ORAL PRESENTATIONS.	100%	5	25
Notes:			
Respondent Total	100	0	V 25
	100 ghted Possi		25