

# Summary of All Scores

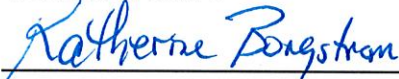
RFQ # PL-20-01

"Grant Administration"

Evaluation Committee Score Sheet  
Thursday, September 24, 2020

	Evaluator/Vendor	Tammy Lau	Yaibelys Rodriguez	Jay Shechter	Christina Sorenson	Joe Yaciuk	Total	Rank
A	Community Redevelopment Associates of FL, Inc.	1	1	1	1	1	5	1
B	TAJ LLC	2	2	2	2	2	10	2

Certifier of Score





Please Print Name

Signature

Date

**RFQ # PL-20-01**  
**"Grant Administration"**

Evaluator Score Sheet  
September 24, 2020

**Instructions:**

Each Evaluator is provided with the following information to assist with evaluating the proposals

- |                   |                           |
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| 1) Instructions   | 4) Solicitation Documents |
| 2) Score Sheet    | 5) Vendor Responses       |
| 3) Bid Tabulation | 6) Reference Checks       |

After your evaluation of the information provided, you will score each of the weighted categories that have a "Category Multiplier" on the evaluator score sheet based on how you feel the material rates according to the following quality levels in the table below:

Quality	Level	Description
Excellent	5	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weaknesses.
Very Good	4	Meets all requirements; reflects some enhancements or strengths; few if any offsetting weaknesses.
Good	3	Meets minimum requirements; strengths and weaknesses, if any, tend to offset one another equally.
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Poor	1	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum requirements.

The respective "Quality Level" will then be multiplied by the respective "Category Multiplier" to get the Total Score for the respective category. For example, if a category has an pre-assigned "Category Multiplier" of 4 and the evaluator assigns a "Quality" of "Good" which would result in the "Quality Level" of 3 being multiplied by the "Category Multiplier" of 4 to get a Total Score of 12 for the respective category. See sample below.

When scoring on a computer, you can click on the green cells to choose a "Quality" from the dropdown list which will automatically calculate the corresponding score for that Category.

For the weighted categories that do not have a "Category Multiplier" on the evaluator score sheet, such as "Local Vendor Preference/ Veteran Owned Small Business Preference", the information will be completed for you by the Procurement Department based on the following scoring criteria, that can be discussed at the evaluation committee meeting for any concerns or clarification that may be needed:

Status	Points	Description
LPPV	5.0	"Local Pembroke Pines Vendor" (LPPV) shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.  In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
LBCV	2.5	"Local Broward County Vendor" (LBCV) shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.  In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any
VOSB	2.5	"Veteran Owned Small Business" (VOSB) shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
Non-LV/VOSB	0.0	Does not comply with Local Vendor Preference or Veteran Owned Small Business Preference

The Evaluation Committee shall have the opportunity to discuss the qualifications of the proposers during the public evaluation committee meeting. Once all firms have been reviewed, the committee will be given time to finalize their scores for each of the firms. Once the score cards are complete, the City Clerk will tally each evaluator's score card. For each evaluator's score card, the total scores will then be ranked, with the highest score receiving a 1.

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Please enter any comments or notes for why you scored each vendor the way that you have in the corresponding "Notes/Comments" section of the spreadsheet or provide additional pages of Notes/Comments on the following tab titled "Evaluator Notes".

		Firm Qualifications and Experience	Partner, Supervisory and Staff Qualifications and Experience	Similar Engagements w/ Other Government Entities	Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
Category Multiplier		7	7	6.5	N/A	105.00		
Maximum Score		35	35	32.5	2.5			
Sample	Good	Very Good	Excellent	Non-LV/VOSB	81.50			
	21.00	28.00	32.50	0.00				
A	Community Redevelopment Associates of FL, Inc.	Very Good	Very Good	Very Good	Non-LV/VOSB	82.00	1	
		28.00	28.00	26.00	0.00			
B	TAJ LLC	Good	Very Good	Good	Non-LV/VOSB	68.50	2	
		21.00	28.00	19.50	0.00			

Note: (1) Individual Evaluator Score Sheet Tie Breaking: In the event a score results in a tie, the ranking for the tied vendors will be broken by giving preference to a business that certifies that it has implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form, as outlined in Florida Statute 287.087. The Procurement Department will provide the evaluator(s) with the information regarding the proposer's Drug-Free Workplace Certification Form to assist with the tie-breaking process.

a. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to break the tie by publicly drawing lots, as outlined in Chapter 35 of the City's Code of Ordinances.

(2) Aggregate Evaluation Committee Score Sheet Tie Breaking: In the event that the aggregate scores from each of the individual evaluator score sheets result in a tie after tallying the combined scores, the evaluation committee will take the same process to break the aggregate scores, as outlined in the section above.

(3) Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:

Tammu Lau  
Please Print Name

Signature

09/24/2020

Date



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When scoring on a computer, you can click on the green cells to choose a "Quality" from the dropdown list which will automatically calculate the corresponding score for that Category.

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	Maximum Score	35	35	32.5	2.5	105.00		
	Sample	Good	Very Good	Excellent	Non-LV/VOSB	81.50		
		21.00	28.00	32.50	0.00			
A	Community Redevelopment Associates of FL, Inc.	Excellent	Very Good	Excellent	Non-LV/VOSB	95.50	1	
		35.00	28.00	32.50	0.00			
B	TAJ LLC	Very Good	Very Good	Very Good	Non-LV/VOSB	82.00	2	
		28.00	28.00	26.00	0.00			

Note: (1) Individual Evaluator Score Sheet Tie Breaking: In the event a score results in a tie, the ranking for the tied vendors will be broken by giving preference to a business that certifies that it has implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form, as outlined in Florida Statute 287.087. The Procurement Department will provide the evaluator(s) with the information regarding the proposer's Drug-Free Workplace Certification Form to assist with the tie-breaking process.

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Certifier of Score:

Jay Shechter  
Please Print Name

Signature

9/24/2020

Date



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Sample		Good	Very Good	Excellent	Non-LV/VOSB	81.50		
		21.00	28.00	32.50	0.00			
A	Community Redevelopment Associates of FL, Inc.	Excellent	Excellent	Excellent	Non-LV/VOSB	102.50	1	
		35.00	35.00	32.50	0.00			
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		21.00	21.00	19.50	0.00			

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Certifier of Score:

Christina Sorenson

Please Print Name

Signature

9/24/2020

Date



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Certifier of Score:

Yaibelys Rodriguez  
Please Print Name

  
Signature

9/24/2020

Date

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The Evaluation Committee shall have the opportunity to discuss the qualifications of the proposers during the public evaluation committee meeting. Once all firms have been reviewed, the committee will be given time to finalize their scores for each of the firms. Once the score cards are complete, the City Clerk will tally each evaluator's score card. For each evaluator's score card, the total scores will then be ranked, with the highest score receiving a 1.

Evaluators should not alter the format of the spreadsheet in anyway, including the addition or removal of any columns or rows. If you have questions regarding this sheet, please contact the Procurement Department.

Please enter any comments or notes for why you scored each vendor the way that you have in the corresponding "Notes/Comments" section of the spreadsheet or provide additional pages of Notes/Comments on the following tab titled "Evaluator Notes".

		Firm Qualifications and Experience	Partner, Supervisory and Staff Qualifications and Experience	Similar Engagements w/ Other Government Entities	Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
	Category Multiplier	7	7	6.5	N/A			
	Maximum Score	35	35	32.5	2.5	105.00		
	Sample	Good	Very Good	Excellent	Non-LV/VOSB	81.50		
		21.00	28.00	32.50	0.00			
A	Community Redevelopment Associates of FL, Inc.	Very Good	Good	Excellent	Non-LV/VOSB	81.50	1	
		28.00	21.00	32.50	0.00			
B	TAJ LLC	Good	Good	Fair	Non-LV/VOSB	55.00	2	
		21.00	21.00	13.00	0.00			

Note: (1) Individual Evaluator Score Sheet Tie Breaking: In the event a score results in a tie, the ranking for the tied vendors will be broken by giving preference to a business that certifies that it has implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form, as outlined in Florida Statute 287.087. The Procurement Department will provide the evaluator(s) with the information regarding the proposer's Drug-Free Workplace Certification Form to assist with the tie-breaking process.

a. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to break the tie by publicly drawing lots, as outlined in Chapter 35 of the City's Code of Ordinances.

(2) Aggregate Evaluation Committee Score Sheet Tie Breaking: In the event that the aggregate scores from each of the individual evaluator score sheets result in a tie after tallying the combined scores, the evaluation committee will take the same process to break the aggregate scores, as outlined in the section above.

(3) Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:

Joe Yaciuk  
Please Print Name

Signature

9/24/2020

Date