



**City of Albuquerque**  
**Human Resources Department**

**INTER-OFFICE MEMORANDUM**

**Date:** 27 February 2006

**TO:** Bruce J. Perlman, Ph.D., Chief Administrative Officer  
**FROM:** Patricia D. Miller, Director, Human Resources Department   
**SUBJECT:** Recommendation of Award: RFP05-033-SV, "Promotional Testing for Public Safety Departments"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for Human Resources Department to solicit Proposals from qualified companies to provide promotional testing services for the City of Albuquerque public safety departments.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Six RFP's were mailed to interested vendors, and four responses were received for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP. The committee requested interviews and presentations from the top two offers received ["short-listed offerors"].

The committee re-scored short-listed offerors based on the evaluation criteria and additional information presented. The committee recommended award of contract to CWH Research, Inc.

Both respondents agreed to participate in community involvement program. None of the respondents qualified for 5% local preference.

Listed in ranking order are the respondent's composite score, average score and total cost:

<u>Offeror</u>	<u>Composite Score</u>	<u>Average Score</u>	<u>Cost Per Project</u>
CWH Research, Inc.	3951	988	\$38,000
Morris and McDaniel	3804	951	\$36,600

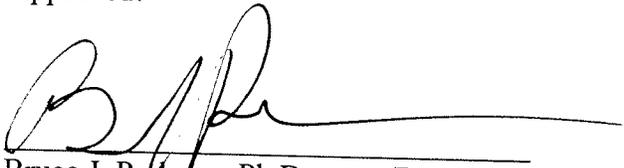
Fund Source: Public Safety Departments: Fund 110 for APD and AFD; Fund 260 for MDC.

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I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

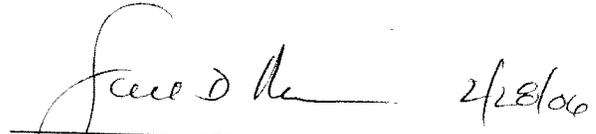
Per the City Purchases Ordinance, this recommendation will be forwarded to City Council for final approval.

Approved:



Bruce J. Perlman, Ph.D. (Date)  
Chief Administrative Officer

Recommended:



Gail D. Reese (Date)  
Chief Financial Officer

Attachments: Composite Score Sheets

Original: Sandra Vescovi, Contract Section Supervisor, Purchasing Division, DFAS  
Copy: Ronn D. Jones, Purchasing Officer, DFAS  
File: RFP05-033-SV

Composite Score:  
RFP05-033-SV, "Promotional Testing for Public Safety Departments"

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS	
			CWH RESEARCH	MORRIS & MCDANIEL
KP PM CCJ CC	Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	100 100 95 98	100 85 90 87
	SUB TOTAL		393	362
KP PM CCJ CC	Offeror's detailed plans to meet the objectives of each task, activity, etc. o the required schedule.	Up to 200	190 175 195 195	180 165 185 178
	SUB TOTAL		755	708
KP PM CCJ CC	Experience & qualifications of the Offeror & personnel as shown on staff resumes to perform the tasks as described in Part 3, Scope of Services	Up to 200	200 200 195 200	200 200 195 200
	SUB TOTAL		795	795
KP PM CCJ CC	Adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 100	100 100 95 93	100 95 90 90
	SUB TOTAL		388	375
KP PM CCJ CC	Offeror's past performance on projects of similar scope and size.	Up to 100	100 100 95 95	100 100 90 80
	SUB TOTAL		390	370
KP PM CCJ CC	Overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as project management plan & availability of staff and resources.	Up to 200	200 190 200 190	190 185 195 174
	SUB TOTAL		780	744
	SUB TOTAL TECHNICAL SCORE		3501	3354
KP PM CCJ CC	<u>Cost Proposal:</u> Total cost proposed by the Offeror for providing the services described in Part 3, Scope of Services.	Up to 100	100 100 100 100	100 100 100 100
	SUB TOTAL COST PROPOSAL		400	400
	TOTAL COMPOSITE SCORE		3901	3754
	LOCAL PREFERENCE +5%		0	0
	COMMUNITY INVOLVEMENT + 50 POINTS		50	50
	TOTAL SCORE		3951	3804
	TOTAL AVERAGE SCORE		988	951

Composite Technical Score:  
RFP05-033-SV, "Promotional Testing for Public Safety Departments"

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS				
			CPS HUMAN RESOURCE	CWH RESEARCH	DONOE & ASSOC	MORRIS & MCDANIEL	
KP PM CCJ CC	Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	95 90 85 90	90 95 95 92	95 85 90 75	100 85 90 87	
	<b>SUB TOTAL</b>		<b>360</b>	<b>372</b>	<b>345</b>	<b>362</b>	
KP PM CCJ CC	Offeror's detailed plans to meet the objectives of each task, activity, etc. o the required schedule.	Up to 200	160 170 175 89	190 175 190 190	175 150 165 70	180 165 185 178	
	<b>SUB TOTAL</b>		<b>594</b>	<b>745</b>	<b>560</b>	<b>708</b>	
KP PM CCJ CC	Experience & qualifications of the Offeror & personnel as shown on staff resumes to perform the tasks as described in Part 3, Scope of Services	Up to 200	200 200 185 200	200 200 195 198	200 200 170 120	200 200 195 200	
	<b>SUB TOTAL</b>		<b>785</b>	<b>793</b>	<b>690</b>	<b>795</b>	
KP PM CCJ CC	Adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 100	90 90 80 90	90 95 90 81	80 85 85 75	100 95 90 90	
	<b>SUB TOTAL</b>		<b>350</b>	<b>356</b>	<b>325</b>	<b>375</b>	
KP PM CCJ CC	Offeror's past performance on projects of similar scope and size.	Up to 100	100 100 85 89	100 100 90 90	100 100 85 70	100 100 90 80	
	<b>SUB TOTAL</b>		<b>374</b>	<b>380</b>	<b>355</b>	<b>370</b>	
KP PM CCJ CC	Overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as project management plan & availability of staff and resources.	Up to 200	180 175 175 189	200 190 200 175	180 150 180 150	190 185 195 174	
	<b>SUB TOTAL</b>		<b>719</b>	<b>765</b>	<b>660</b>	<b>744</b>	
	<b>TOTAL COMPOSITE SCORE</b>		<b>3182</b>	<b>3411</b>	<b>2935</b>	<b>3354</b>	
	<b>TOTAL AVERAGE SCORE</b>		<b>796</b>	<b>853</b>	<b>734</b>	<b>839</b>	