

## Becky McCoy

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**To:** Whitney Elizabeth Smith  
**Subject:** Recommendation of Award - Network and Telephony Consulting Services - RFP 615656

Whitney –

The evaluation committee for RFP 615656 has completed the review and evaluation of proposals for the Network and Telephony Consulting Services. Proposals were received from two vendors – WTC and BerryDunn.

Meetings, events and key decision points are summarized below:

9/21/16: Evaluation Committee Meeting #1 – The committee reviewed the RFP process, options and evaluation criteria to ensure there is a common understanding of the roles and responsibilities of each member. It was decided that all three customer references must be contacted.

9/30/16: Evaluation Committee Meeting #2 - After meeting with three references from each vendor, the proposals were discussed and the committee decided they had enough information to evaluate and score the proposals.

10/6/16: Evaluation Committee Meeting # 3 – After each member completed evaluations, the total evaluation results were reviewed and options were discussed. WTC was the preferred vendor.

10/19/16: After clarification from Whitney on options for proceeding the team decided to request a BAFO from each vendor.

11/1/16: BAFOs were received and the team opted to stay with WTC.

The committee recommends the award of the Network and Telephony Consulting Services RFP to WTC. Evaluation forms and documentation have been forwarded to your office.

Thank you for your guidance and in the process. It was a great learning experience for us all.

Thank you,

Becky McCoy  
*Contract Manager, IT Services*



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| <u>Criteria</u>                              | <u>Max Points</u> | <u>BerryDunn</u> | <u>WTC</u>   |
|--|-------------------|------------------|--------------|
| <b>A: Qualification and Past Performance</b> | <b>20</b>         | <b>9.60</b>      | <b>20</b>    |
| Company Profile/Overview                     | 5                 | 4.60             | 5            |
| Higher Ed Focus and References               | 5                 | 3.00             | 5            |
| Customer References                          | 10                | 2.00             | 10           |
| <b>B: Qualification of Personnel</b>         | <b>20</b>         | <b>17.60</b>     | <b>20</b>    |
| Staff Qualification and Experience           |                   | 17.60            | 20           |
| <b>C: Understanding Nature of Project</b>    | <b>40</b>         | <b>28.20</b>     | <b>40</b>    |
| Understanding Scope/Goals                    | 20                | 12.60            | 20           |
| Timeline                                     | 5                 | 5.00             | 5            |
| Implementation and Support Plan              | 10                | 5.60             | 10           |
| Documentation                                | 5                 | 5.00             | 5            |
| <b>D: Pricing</b>                            | <b>20</b>         | <b>20.00</b>     | <b>10.67</b> |
| <b>TOTAL</b>                                 | <b>100</b>        | <b>75.40</b>     | <b>90.67</b> |

|                | <u>BerryDunn</u> | <u>WTC</u>   |
|----------------|------------------|--------------|
| Turner         | 70.00            | 90.67        |
| Bruce          | 82.00            | 90.67        |
| Francis        | 78.00            | 90.67        |
| McCoy          | 78.00            | 90.67        |
| Whatley        | 69.00            | 90.67        |
| <b>Average</b> | <b>75.40</b>     | <b>90.67</b> |

*Whitney Smith 11/16/16*