

MEMORANDUM

To: All Interested Vendors

From: Theresa A. Kauffman
IT Vendor and Procurement
Administrator

Date: February 24, 2023

Subject: Addendum No. 1
RFP CML 23-005
Updated Criteria

Evaluation Criteria for this RFP has been updated as follows

CRITERIA

Proposals will be evaluated using the following set of criteria:

Technical Proposal Criteria	Percent of Available Points
Experience (weighted as follows) <ul style="list-style-type: none"> • None • 0-5 years • 6-10 years • More than 10 years 	15%
Quality areas (quality of organization, staff, and approach) <ul style="list-style-type: none"> • Expertise: staff; ability; previous experience • Project approach: deliverables; methodology; timeline • Proposed resources: experience of assigned team; education level of assigned team 	25%
Technical areas (quality of proposal presentation) <ul style="list-style-type: none"> • Statement of work • Explanation of approach • Presentation of experience/expertise 	35%
Cost: <ul style="list-style-type: none"> • Committee will calculate the cost points based on the details as provided in the Evaluation of Cost Proposals 	20%
Minority business/small and emerging business <ul style="list-style-type: none"> • Minority or Female Business Enterprise as certified by State of Ohio • Small and Emerging Business Enterprise as defined by Franklin County Board of Commissioners 	5%

<ul style="list-style-type: none"> • At least 5% inclusion of Minority or Female Business Enterprise in performing the engagement 	
Total Technical Proposal Score	100%

The Library will evaluate all submitted proposals based on the above Technical Proposal Criteria. The Library may invite the top two to three proposers to present their system and its capabilities. A final evaluation will be based on the Technical Proposal and the presentation score for each vendor.

Final Evaluation:

Technical Proposal score – 50%

Presentation Score – 50%

BIDDERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS