City of Albuquerque
Cultural Services Department

INTER-OFFICE MEMORANDUM **Date:** 27 April 2007

TO: Bruce J. Perlman, Ph.D, Chief Administrative Officer

FROM: Toni L Martorelli, Cultural Services Department

SUBJECT: Recommendation of Award: RFP2007-013-JR, "Collection Agency Services for the Albuquerque/Bernalillo County Library System."

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Cultural Services Department to solicit Proposals from qualified companies to provide Collection Agency Services for the Albuquerque/Bernalillo County Library System.

The RFP was posted on the Purchasing Web Site and advertised in local newspapers. RFP's were mailed to 3 interested vendors. Two 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. Evaluation criteria is inclusive of several key components in determining best value in which price is only a portion, as determined in the RFP. This method of evaluation is what differentiates the RFP process from the Request for Bid (RFB) process in which award is made to lowest price meeting all specification requirements. In this instance, scoring is based on a 1000 point total potential in which price comprises only 50 points.

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Listed in ranking order are the respondents' composite scores:

Offeror	Composite Score
Unique Management Services	3802
Green Flag/Transworld Systems	1775

After careful consideration the committee determined Unique Management Services to be the most qualified to provide the collection agency services as described in the RFP.

One of the respondents qualifies for the 5% local preference.

Total amount of the contract will be subject to negotiation, but will not exceed $349,050.00. The contract term will be for two years with the possibility of extending for one additional year.

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

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

Approved:

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

Recommended:

Ed Adams 6-26-07
Ed Adams (Date)
Chief Operations Officer

Attachments: Composite Score Sheet

Original: Joe G. Rael, Senior Buyer, Purchasing Division, DFAS
Copy: John J. Vigil, Purchasing Manager, DFAS
File: RFP2007-013-JR

RFP2007-013-JR
"Collection Agency Services for Albuquerque/Bernalillo County Library System"

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS Unique Mgmt. Services	OFFERORS Green Flag Profit Recovery
JLC	Experience and qualifications of the Offeror and	Up to 250	225	200
LO	personnel as shown on staff resumes to perform		250	200
TS	tasks described in Part 3, Scope of Services.		250	100
JB			250	150
	SUB TOTAL		975	650
JLC	Proven collection services capabilites (i.e. proven	Up to 250	225	100
LO	ability to handle large accounts successfully based		250	100
TS	upon feedback received from references.) Overall		250	100
JB	quality and completeness of service. Preference		200	150
	will be given for library references.			
	SUB TOTAL		925	450
JLC	Automation capabilites to perform tasks described	Up to 250	250	0
LO	in Part 3, Scope of Services.		250	150
TS			250	0
JB			200	100
	SUB TOTAL		950	250
JLC	Demonstrate an understanding that the Library's	Up to 200	200	75
LO	main goal is for customers to return overdue library		200	75
TS	materials and maintaining positive relationships		200	0
JB	with existing customers.		180	75
	SUB TOTAL		780	225
	SUB TOTAL TECHNICAL SCORE			
JLC	(Cost Proposal) Cost of Services (fees):	Up to 50	43	50
LO	The costs proposed by the Contractor as described in		43	50
TS	Section 2.2 of the RFP to perform the tasks listed in		43	50
JB	Part 3, Scope of Services. The evaluation of this		43	50
	Section will occur after the technical evaluation, based			
	on a cost/price analysis.			
	SUB TOTAL		172	200
	SUB TOTAL COMPOSITE SCORE		3802	1775
	(1.05 MULTIPLIER) 5% LOCAL PREFERENCE		N/A	YES
	TOTAL COMPOSITE SCORE		3802	1775
	TOTAL AVERAGE SCORE			