



City of Albuquerque
Community and Family Services Department

INTER-OFFICE MEMORANDUM

Date: 10 January 2007

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

FROM: Valorie A. Vigil, Director, Department of Family and Community Services 

SUBJECT: Recommendation of Award: RFP2007-008-JR, "Affordable Housing Needs Assessment"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Department of Family and Community Services to solicit Proposals from qualified companies to provide a study of affordable housing needs in the City of Albuquerque.

The RFP was posted on the Purchasing Web Site and advertised in local newspapers. Seven RFP's were mailed to interested vendors, and three 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.

Listed in ranking orders are the respondents' composite scores, and total cost:

<u>Offeror</u>	<u>Composite Score</u>	<u>Cost Per Project</u>
Crystal & Company	4269	\$73,920
J Quad	3760	\$74,200
Cantera	3567	\$42,490

Crystal and Company was deemed the most responsive proposal because of their extensive history in conducting housing needs assessments. Though Cantera's cost proposal was significantly lower than either of the other proposers their lack of experience in conducting housing needs assessments negatively impacted their scores on the other evaluation criteria.

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Bruce J. Perlman, Ph.D
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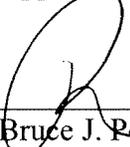
Two of the three respondents, Cantera and Crystal & Company, qualify for the 5% local preference.

Funding Source: Department of Family and Community Services: Fund 110.

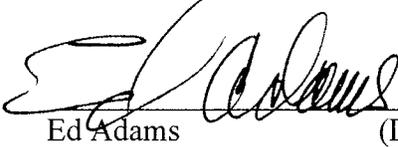
I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

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

Approved:


Bruce J. Perlman, Ph.D. (Date) 1/19/07
Chief Administrative Officer

Recommended:


Ed Adams (Date) 1-19-07
Chief Operations Officer

Attachments: Composite Score Sheet

Original: Joe G. Rael, Senior Buyer, Purchasing Division, DFAS
Copy: John J. Vigil, Purchasing Manager, DFAS
File: RFP2007-008-JR

Composite Score:
RFP2007-008-JR "Affordable Housing Needs Assessment"
RFP2007-008-JR

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS		
			Cantera	Crystal & Co.	J Quad
ML	Ability to provide the Scope of Services outlined in Part 3 of the RFP & ability to meet the Scope of Services using "off the shelf" products.	Up to 400	200	360	375
ED			300	350	350
GR			300	300	300
LJ			300	400	350
PN			200	400	350
	SUB TOTAL		1300	1810	1725
ML	Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule	Up to 200	175	175	175
ED			150	150	180
GR			170	150	150
LJ			150	150	150
PN			100	200	150
	SUB TOTAL		745	825	805
ML	Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform the tasks deccribed in part 3, Scope of Services	Up to 100	50	75	75
ED			50	60	90
GR			80	90	90
LJ			75	100	50
PN			50	100	100
	SUB TOTAL		305	425	405
ML	Offeror's past performance on projects of similar size	Up to 100	50	75	75
ED			90	90	80
GR			80	90	90
LJ			75	100	75
PN			50	100	90
	SUB TOTAL		345	455	410
ML	Overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgement will be based upon factors such as project management plan and availability of staff and resources	Up to 100	50	60	75
ED			80	80	90
GR			80	90	95
LJ			75	75	75
PN			50	100	80
	SUB TOTAL		335	405	415
	SUB TOTAL TECHNICAL SCORE		3030	3920	3760
ML	Cost Proposal	Up to 100	100	61	0
ED			100	61	0
GR			100	61	0
LJ			100	61	0
PN			100	61	0
	SUB TOTAL		500	305	0
	SUB TOTAL COMPOSITE SCORE	Up to 6000	3530	4225	3760
	5% LOCAL PREFERENCE		37	44	0
	TOTAL COMPOSITE SCORE		3567	4269	3760
	TOTAL AVERAGE SCORE		594	711	626