

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING

From: Procurement Management

RE: RFP220363DWJ – Library Self-Check and RFID Security System
PROPOSAL EVALUATION MEETING 1

MEETING DATE: 9/8/22 **TIME:** 8:00 AM

ATTENDEES:

COMMITTEE MEMBERS: Guy Cicinelli, Christian Barber, Samantha Burkett,
Kevin Edwards, Mikki Rozdolski

INVITED MEMBERS: Mindi Simon, Al Contrucci

PROCUREMENT ANALYST: David Jones

At 8:00 AM the Proposal Evaluation Committee meeting was called to order by David Jones Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from all five (5) firms.

Proposer #1	Bibliotheca, LLC
Proposer #2	Envisionware, Inc.
Proposer #3	Invengo American Corp. dba Fe Technologies
Proposer #4	Lyngsoe Systems, Inc.
Proposer #5	MK Solutions York Inc.

Brief Committee Discussion Decision:

The discussion centered around each firm's ability to meet the following six (6) criteria.

CRITERIA HERE	
1. Qualification of Company	20
2. Company Relevant Experience & Reference	25
3. Plan of Approach & Vendor Response Form	25
4. Personnel	10
5. Price Scoring	15
6. Local Vendor Preference	5
Total Points Scored	100

The committee discussed all the pros and cons the five (5) firms.

Following the discussions, the consensus of the committee was to invite the top 3 ranked firms for an interview/presentation. The firms were as follows:

Rank 1: Envisionware, Inc.

Rank 2: MK Solutions York Inc.

Rank 3: Bibliotheca, LLC

The chair entertained a motion to approve the three (3) firms for an interview/presentation. The motion was made by Guy Cicinelli and seconded by Christian Barber, and then called and carried with no further questions.

The meeting was adjourned by the chair at 10:25 AM.

Attachment: Final Ranking Sheet

Guy Cicinelli

		1	2	3	4	5
Max Pts	Category	Bibliotheca, LLC	Envisionware, Inc.	Invengo American Corp. dba Fe Technologies	Lyngsoe Systems, Inc.	MK Solutions York Inc.
20	Qualifications of Company	20	20	20	16	19
25	Company Relevant Experience & Reference	21	25	25	18	24
25	Plan of Approach & Vendor Response Form	22	24	25	22	24
10	Personnel	8	10	9	7	9
15	Price Scoring	11	13	13	14	15
5	Local Vendor Preference	0	0	0	0	0
100	Total Score	82	92	92	77	91
	Ranking	3	1	1	4	2

Christian Barber

		1	2	3	4	5
Max Pts	Category	Bibliotheca, LLC	Envisionware, Inc.	Invengo American Corp. dba Fe Technologies	Lyngsoe Systems, Inc.	MK Solutions York Inc.
20	Qualifications of Company	18	20	17	20	18
25	Company Relevant Experience & Reference	22	24	21	20	22
25	Plan of Approach & Vendor Response Form	22	24	20	22	24
10	Personnel	8	9	8	9	10
15	Price Scoring	12	14	12	14	12
5	Local Vendor Preference	0	0	0	0	0
100	Total Score	82	91	78	85	86
	Ranking	4	1	5	3	2

Samantha Burkett

		1	2	3	4	5
Max Pts	Category	Bibliotheca, LLC	Envisionware, Inc.	Invengo American Corp. dba Fe Technologies	Lyngsoe Systems, Inc.	MK Solutions York Inc.
20	Qualifications of Company	20	19	15	15	15
25	Company Relevant Experience & Reference	20	23	18	15	14
25	Plan of Approach & Vendor Response Form	20	24	16	16	20
10	Personnel	8	7	6	7	8
15	Price Scoring	10	12	10	14	14
5	Local Vendor Preference	0	0	0	0	0
100	Total Score	78	85	65	67	71
	Ranking	2	1	5	4	3

Kevin Edwards

		1	2	3	4	5
Max Pts	Category	Bibliotheca, LLC	Envisionware, Inc.	Invengo American Corp. dba Fe Technologies	Lyngsoe Systems, Inc.	MK Solutions York Inc.
20	Qualifications of Company	18	17	14	15	16
25	Company Relevant Experience & Reference	21	24	20	19	21
25	Plan of Approach & Vendor Response Form	22	22	19	19	22
10	Personnel	7	5	6	5	7
15	Price Scoring	12	14	10	11	13
5	Local Vendor Preference	0	0	0	0	0
100	Total Score	80	82	69	69	79
	Ranking	2	1	4	4	3

Mikki Rozdolski						
		1	2	3	4	5
Max Pts	Category	Bibliotheca, LLC	Envisionware, Inc.	Invengo American Corp. dba Fe Technologies	Lyngsoe Systems, Inc.	MK Solutions York Inc.
20	Qualifications of Company	20	20	11	10	15
25	Company Relevant Experience & Reference	22	22	17	15	18
25	Plan of Approach & Vendor Response Form	17	22	14	11	22
10	Personnel	4	6	5	5	7
15	Price Scoring	2	7	5	8	9
5	Local Vendor Preference	0	0	0	0	0
100	Total Score	65	77	52	49	71
	Ranking	3	1	4	5	2

Final Summary of Ranking						
		1	2	3	4	5
Category		Bibliotheca, LLC	Envisionware, Inc.	Invengo American Corp. dba Fe Technologies	Lyngsoe Systems, Inc.	MK Solutions York Inc.
Guy Cicinelli		3	1	1	4	2
Christian Barber		4	1	5	3	2
Samantha Burkett		2	1	5	4	3
Kevin Edwards		2	1	4	4	3
Mikki Rozdolski		3	1	4	5	2
Total Score		14	5	19	20	12
Ranking		3	1	4	5	2

Scores Entered by:

Sign *David Jones*

Date:

9/8/2022

Scores Verified by:

Sign *verbal verification by evaluation committee*

Date:

9/8/2022