

Board of County Commissioners Agenda Request

Date of Meeting: January 16, 2018

Date Submitted: January 4, 2018

To: Honorable Chairperson and Members of the Board

From: Dee Jackson, Interim County Administrator
Jeffrey A. Price, Senior Management & Budget Analyst

Subject: Approval of Request for Qualifications (RFQ) No. 17-34 -
Administrator to Utilize Oral Accounts

Statement of Issue:

This agenda item seeks Board approval to award RFQ No. 17-34 - Administrator to Utilize Oral Accounts to Browns Consult, LLC, the lowest most qualified response.

Background:

The grant was approved at the August 1, 2017 Board meeting. Grant funds will be used to collect information from local African American citizens, ages 80 and above, to create three documentaries with different lengths. One film will be about 15 minutes, one about 30 minutes, and one about 1 hour. This will enable the films to be shown in a variety of settings. These videos could be shown at various events and viewed on public access cable channels.

Analysis:

Staff solicited sealed bids from qualified vendors with Invitation to Bid (ITB) No. 17-30 on October 19, 2017. On November 3, 2017, two responses were received at the bid opening. Upon review of the ITB and the responses, it was determined that neither vendor met the needs of the County. On December 7, 2017, RFQ #17-34 was advertised in the three local newspapers as well as the Tallahassee Democrat. Local organizations that had shown interest in the project were notified of the RFQ.

On December 21, 2017, the RFQ was opened at 10:00 am; and four (4) responses were received. The responses were reviewed and ranked by the Committee comprised of Mike Jackson, Kembre Jackson and Jeff Price. The Committee recommends the award to Browns Consult, LLC, the most qualified vendor.

Fiscal Impact:

There is no cost to the County.

Options:

1. Approve the award of RFQ #17-34 to Browns Consult, LLC and allow the Chairperson to sign and execute all related documents.
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation:

Option 1

Attachment(s):

1. Request for qualifications 17-34
2. Request for qualifications invitation list
3. Sign in sheet
4. Individual evaluation forms
5. Cumulative form



**Gadsden County Board of County Commissioners
RFQ No. 17-34**

**REQUEST FOR QUALIFICATIONS
ADMINISTRATOR TO UTILIZE ORAL ACCOUNTS**

**State of Florida, Small Matching Grant, Department of State,
Division of Historical Resources**

**Gadsden County, Florida
December 21, 2017**



REQUEST FOR QUALIFICATIONS GRANT ADMINISTRATION SERVICES

I. PURPOSE:

- A.** The Gadsden County Board of County Commissioners has been awarded a Small Matching Grant by the State of Florida, Department of State, Division of Historical Resources, grant number 18.h.sm.300.063, to be used exclusively for the Community Education Project "Utilizing Oral Accounts to Find Gadsden County's Minority Groups' History," in the amount of \$30,000.00.

II. SCOPE OF SERVICES:

Recording the oral history of the African American community will provide an insight into life in the early 1900's, and the struggle and accomplishment of African Americans in Gadsden County. The following scope of services will describe the tasks to be performed. The Contractor will be required to:

- A.** Identify and interview a minimum of 40 individuals, maximum of 100 individuals. The Contractor will provide to the County a list of individuals to be interviewed and recorded; and provide the signed consent forms for each individual on the list.
- B.** Produce three (3) oral history documentaries. The Contractor will provide the County with a final hard copy (Video files) of all three versions of the edited video; the 60-minute, 30-minute, and 15-minute.
- C.** Upload video to existing website. The Contractor will provide the County with a link to the existing website where the video has been uploaded.
- D.** All tasks associated with this project must be completed by June 1, 2018.

For clarification of the scope of services contract Shelia Faircloth in writing by email at sfaircloth@gadsdencountyfl.gov. The individual or firm selected shall be required to provide professional administrative and management services whose level and scope will be determined by the Gadsden County Board of County Commissioners. Specific administrative services required shall include, but not be limited to:

1. Assist the County in meeting financial, administrative, and bookkeeping requirements of the program, including preparation of drawdown requests.
2. Assist the County in meeting the record keeping requirements of the program, including the establishment and maintenance of an acceptable filing system.

3. Assist the County in contract administration and monitoring requirements of the program, including enforcement of compliance requirements.
4. Furnish the County with forms necessary for the implementation of project activities included in the approved application.

III. SCHEDULE OF WORK PERFORMANCE:

- E. Proposers are advised that the capacity to initiate and coordinate all services in a timely and efficient manner is a significant factor. The offeror chosen must be prepared to commence the administration and coordination of project activities immediately upon the execution of a contractual agreement between the County and the firm or individual selected.
- F. Proposers who cannot meet this project schedule will be automatically eliminated from further consideration.

IV. TYPE OF CONTRACT:

- A. All proposers' qualifications will be evaluated and the most qualified administrative proposer selected.
- B. The Gadsden County Board of County Commissioners intends to negotiate a firm fixed fee contract or "cost not to exceed" type contract for all services herein requested, with the proposer determined by evaluation committee to have the best qualifications.

V. SUBMITTAL INSTRUCTIONS:

- A. Proposers must submit three complete sets of the proposal with all supporting documentation, as follows: one hard-copy unbound original (marked ORIGINAL) and signed in blue ink, and two unbound hardcopies (marked COPY) in a sealed envelope plainly marked with the RFQ number and name, and addressed to the attention of the Management Services Department. Proposals that are not submitted in a sealed envelope marked "RFQ No. 17-34; for Oral Accounts Administration–SEALED PROPOSAL" are identified by the name of the proposer and time of opening will be considered invalid.

Firms mailing their proposals should allow normal delivery time to ensure receipt of their proposals by the Gadsden County Board of County Commissioners. Proposals must be received by the Management Services Department, 5-B East Jefferson Street, Quincy, Florida 32351 by the December 21, 2017 @ 10:00 AM deadline or they will be returned unopened.

- B. Once the RFQ's are opened and the selection committee has met and evaluated the proposals. A recommendation will be presented to the Board of County Commission at the January 2, 2018 meeting. The selected vendor may sign the agreement at the Management Services Department on Wednesday

January 3, 2018 between the hours of 8:00am and noon, and must acknowledge the agreement no later than 5 calendar days following award.

1. Proposal must be typed or printed in ink. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes or corrections will be allowed after proposals are opened.
 2. Proposal must contain an original, manual signature of an authorized representative of the company.
 3. It is the proposer's responsibility to inquire and obtain any addendum issued for this Request for Qualifications. In the event an addendum is issued it will be posted on our website at gadsdencountyfl.gov.
 4. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and location. Proposals which are received after the specified opening time will be returned unopened to the Proposer.
 5. Special Accommodation: Any person requiring a special accommodation at a proposal opening because of a disability should call the Management Services Department at 850-875-8660 at least five (5) workdays prior to the proposal opening.
- C. Questions concerning the "RFQ" should be directed to Shelia Faircloth @ (850) 662-8660 or by e-mail to: sfaircloth@gadsdencountyfl.gov. Responding firms not selected will be promptly notified.

VI. PROPOSAL CONTENT AND FORMAT

- A. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposer submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. The Gadsden County Board of County Commissioners reserves the right to reject any and all proposals and to request additional information from proposers if deemed necessary.
- B. Letter of Transmittal: The proposer shall submit a "Letter of Transmittal" which shall as a minimum contain the following:
1. Identify the management and staffing of the proposer including resumes.
 2. Identify all persons to be assigned to this project and outline the nature of their responsibilities. Include a description of relevant work experience for each person assigned to this project.
 3. Describe the firm's general qualifications and the range of activities performed by the firm.
 4. Briefly state the proposer's familiarity with the needs and conditions existing in Gadsden County that are relevant to the proposed project.
 5. Certify that the proposer will provide professional guidance to the County relative to compliance with applicable federal, state, and local laws and regulations.
 6. Indicate if your firm is a Certified Minority Business Enterprise.
 7. Provide any additional information that the proposer feels is essential to their proposal.
 8. State that the person signing the "letter of transmittal" is authorized to bind the proposer.
- C. All proposals shall include each of the following attachments which will be evaluated and scored accordingly:
1. Attachment A: Describe the total experience of personnel of the proposer in the producing and directing movies and short films. Identify the management and staffing of the proposer including resumes. **25 points**
 2. Attachment B: Describe the work and identify all persons to be assigned to this project and outline the nature of their responsibilities. Include a description of relevant work experience for each person assigned to this project. **25 points**
 3. Attachment C: Describe the work experience of personnel in creating films that document historical events or documentation of interviews. The description should include a project schedule showing estimated start and completion dates of all major tasks. **25 points**
 4. Attachment D: Provide five client references who will be contacted with examples of video services completed for each. **5 points**

5. Attachment E: Indicate whether the firm is a Certified MBE or WBE Business. **5 points**
6. Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. **15 points**

Total Possible Points: 100

AWARD CRITERIA: The Proposer awarded the proposal will be notified as soon as possible by written notice of award.

EXPLANATION TO PROPOSERS: No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

AGREEMENT: After the proposal award, the County will, at its option, execute a purchase order or an agreement specifying the terms and conditions resulting from the award of this proposal. The selected vendor may sign the agreement at the Management Services Department on Wednesday January 3, 2018 between the hours of 8:00am and noon, The vendor will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Gadsden County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase or agreement for the current and any future periods provided for within the proposal specifications.

PROPOSAL PROTEST: Any proposal award recommendation may be protested on the grounds of irregularities in the specifications, proposal procedure, or the evaluation of the proposal. Such notice of intent of proposal protest shall be made in writing to the Assistant County Administrator within 72 hours (excluding weekends and holidays) after receipt of the intended recommendation of award. Protester shall file a formal written proposal protest within 10 days after the date in which the notice of intent of proposal protest has been submitted. Failure to file a notice of intent of protest or failure to file a formal written proposal protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to all award recommendation/postings

At the time fixed for the opening of proposals, the contents of the Proposal Form will be made public for the information of vendors and other interested parties, who may be present either in person or by representatives.

TERMINATION: Gadsden County may terminate this Agreement without cause, by giving the contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other

party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the seller.

INSURANCE: Proposers shall provide copies of adequate insurance such as Liability and Workers Compensation coverage. If an apparent low proposer fails to comply strictly with the insurance requirements, that proposer may be disqualified from award of the agreement.

VII. CERTIFICATION REQUIREMENTS

- A.** Public Entity Crimes Statement – No person or affiliate on the convicted vendors list may, for a period of 36 months after being placed on the convicted vendors list, submit a bid on a contract or request for proposals; or be awarded or perform work as a contractor, supplier, subcontractor or consultant. Each submittal to the county for administrative services must include a completed Public Entity Crimes Statement (Enclosed).
- B.** Certification Regarding Debarment, Suspension, and Other Responsibility Matters – The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and has met all other such responsibility matters as contained on the attached certification form (Enclosed).

**Certification Regarding Debarment, Suspension, and Other Responsibility
Matters
Primary Covered Transactions**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name

Project Name

Title

Project Number

Firm

Street Address

City, State, Zip



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC, OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO

Gadsden County Board of County Commissioners
(Print name of the public entity)

by _____
(Print Individual's Name and Title)

for _____
(Print Name of Entity Submitting Sworn Statement)

Whose business is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
the entity has no FEIN, include the Social Security Number of the individual signing this
sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(9), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- (1) A predecessor or successor of a person convicted of a public entity crime; or
 - (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the Preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).
- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2018

Personally known
OR Produced
identification

_____ Notary Public - State of _____

_____ My commission expires: _____

(type of identification)

(Printed typed or stamped commissioned
name of notary public)

Request for Qualifications
Number 17-34
Administrator to Utilize Oral Accounts

The Gadsden County Board of County Commissioners is seeking sealed proposals from qualified individuals, agencies or firms to administer a Small Matching Grant, grant number 18.h.sm.300.063 for the Community Education Project “Utilizing Oral Accounts to Find Gadsden County’s Minority Groups’ History”. Proposals will be received until 10:00 a.m. EST, Thursday, December 21, 2017 in the Management Services Department, 5-B E. Jefferson Street, Quincy, FL 32351 and opened immediately thereafter in the County Administrator’s Conference Room, 9-B E. Jefferson Street, Quincy, FL 32351. Specification may be obtained from the Management Services Department or by dialing 850-875-7243. A copy of the entire RFQ may be downloaded from our website at gadsdencountyfl.gov. Questions concerning the specification should be directed to Shelia Faircloth at 850-875-7243. Proposals will not be valid if not sealed in an envelope marked “SEALED PROPOSALS” and identified by the name of the firm or individual; proposal number and time of opening. The Gadsden County Board of County Commissioners reserves the right to reject any one proposal or all proposals, any part of any proposal, to waive any informality in any proposal, and to award the purchase in the best interest of the County. EEO/AA

Date issued: 12/7/2017



COMMISSIONERS:

ERIC F. HINSON

District 1

ANTHONY O.

VIEGBESIE, PH.D.

District 2

GENE MORGAN

District 3

BRENDA A. HOLT

District 4

SHERRIE D. TAYLOR

District 5

GADSDEN COUNTY

Board of County Commissioners

GADSDEN COUNTY GOVERNMENTAL COMPLEX

DEE JACKSON

Interim

County Administrator

DAVID J. WEISS

County Attorney

Management Services

Vendors Invited to Bid on

Administrator To Utilize Oral Accounts

Bid No. 17-34

Southerland Enterprises, Inc.
70 Iola Davis Road
Quincy, FL 32351

Roderick Palmer
The Mint
P O Box 1005
Quincy, FL 32353

Carolyn Ford
North Florida Educational Development Corp.
P O Box 550
Quincy, FL 32353

FAMU Meek-Eaton Black Archives
ATTN: Nashid Madyun, D.M.
Research Center & Museum
445 Gamble Street
Tallahassee, FL 32307

**Gadsden County Board of
County Commissioners**
Management Services Department

12-21-2017

Sign In Sheet

Bid Name: Administrator to Utilize Oral Accounts
Bid No.: 17-34
Date: 12-21-2017 @ 10:00 AM

Name	Company/Title	Phone or Email
Jeff Price	OMB	
Shelia Faircloth	MSD	
Carolyn Ford	WFEDC	
Nashid Madyen	CTW Broadcasting	
Jon D. Brown	Browns Consult LLC	850.694.1405

BID REPORT
Bid No. 17-34
Administrator To Utilize Oral Accounts

DATE: 12-21-2017

TIME: 10:00 am

PRESENT: Jeff Price, BOCC
Shelia Faircloth, BOCC
Carolyn Ford, NFEDC
Nashid Madyn, CTW Broadcasting
Jon D. Brown, Browns Consult

Four proposals were submitted:

Chucha Barker Productions
Tallahassee, FL

CTW Broadcasting
Tallahassee, FL

N Florida Educational Development Corporation
Gretna, FL

Browns Consult, LLC
Tallahassee, FL

The proposals will be reviewed and a recommendation for award will be made to the Board. The Board will award this project to the company that best meets the requirement of the specifications in this proposal.

The meeting adjourned at 10:10 a.m.

BID TABULATION FORM

BID TITLE: Admin. To Utilize Oral Accounts BID NUMBER: 17-34 OPENING DATE: 12-21-2017 TIME OF OPENING: 10:00 a.m.	OPENED BY: Shelia Faircloth TABULATED BY: Shelia Faircloth VERIFIED BY: Jeff Price,
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BIDDER LIST	BID AMOUNT		
Chucha Barber Productions 4335 Bradfordville Road Tallahassee, FL 32309			
CTW Broadcasting 715 Railroad Avenue Tallahassee, FL 32308			
N FL Educational Dev. Corp. P O Box 550 Gretna, FL 32332			
Browns Consult, LLC 2623 Centennial Blvd. Suite 204 Tallahassee, FL 32308			
Adjourned @ 10:10 AM			




Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: Church Barber

Name of Evaluator: Kembrew Jackson

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	22
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	22
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	25
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	5
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	15
 1-5-18	Total Points 94



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: CHUCHA BARBER PRODUCTIONS

Name of Evaluator: MIKE JACKSON

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	25
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	25
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	25
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	5
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	13
Total Points	98

Mike Jackson
1-5-2018



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: Chucha Barber

Name of Evaluator: Jeff Price

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	20
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	20
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	25
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	5
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	15
Total Points	90

g/m 2/2/17




Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: C-TWBC

Name of Evaluator: Kembrace Jackson

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	20
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	20
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	15
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	0
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	0
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	5
 1-5-18	Total Points 50



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: CTWBC

Name of Evaluator: MIKE JACKSON

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	25
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	20
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	20
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	0
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	0
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	5
Total Points	70

Mike Jackson
1-5-2018



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: CTWBC

Name of Evaluator: Jeff Price

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	17
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	15
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	10
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	0
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	0
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	13
Total Points	55

JP 12/27/17



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: NFEDC

Name of Evaluator: Kembrew Jackson

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	15
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	15
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	15
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	4
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	10
Total Points	64

Kembrew Jackson 1-5-18



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: NORTH FLORIDA EDUCATIONAL DEVELOPMENT CORP.

Name of Evaluator: MIKE JACKSON

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	15
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	15
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	15
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	5
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	10
Total Points	65

Mike Jackson
1-5-2018



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: NFEDC

Name of Evaluator: Jeff Price

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	15
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	15
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	15
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	3
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	13
Total Points	66

JP 12/27/17



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: BROWN CONSULTS, LLC

Name of Evaluator: MIKE JACKSON

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	25
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	22
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	25
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	5
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	15
Total Points	97

Mike Jackson
1-5-2018



Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: Browns Consult

Name of Evaluator: Jeff Price

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	24
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	24
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	24
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	3
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	15
Total Points	95

JP 12/27/17




Evaluation Form for Administrator to Utilize Oral Accounts

Name of Project: RFQ No. 17-34

Name of Individual/Firm: Browns

Name of Evaluator: Kembrew Jackson

Criteria	Points
Attachment A: Consider the respondent's experience in producing and directing movies and short films. (25 points)	23
Attachment B: Consider the respondent's experience in finding appropriate talent for films. (25 points)	23
Attachment C: Consider the respondent's experience in creating films that document historical events or documentation of interviews. (25 points)	25
Attachment D: Provide five client references who will be contacted with examples of video services completed for each. (5 points)	5
Attachment E: Indicate whether Minority/Women Business Owners. (5 points)	4
Attachment F: Describe the associated costs of each service necessary to fulfill the scope of work. (15 points)	15
 1-5-18	Total Points 95

EVALUATION FORM – Cumulative

BID TITLE: Administrator to Utilize Oral Accounts RFQ No. 17-34 OPENING DATE: 12-21-2017 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Jeff Price, Kembrew Jackson, Michael Jackson Date of Evaluation: 1-5-2018
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Evaluation by: Ulysses Jenkins

Proposers	Evaluators			
	Jeff Price	Kembrew Jackson	Michael Jackson	Total
Chucha Barber Productions	#1 90	94	98	282
CTW Broadcasting	#2 55	50	70	175
N FL Educational Dev. Corp.	#3 66	64	65	195
Browns Consult, LLC	#4 95	95	97	286

NOTE: The list below only identifies the proposers, it does not rank them.

Proposer No. 1: Chucha Barber Productions
 Proposer No. 2: CTW Broadcasting

Proposer No. 3: N FL Educational Dev. Corp.
 Proposer No. 4: Browns Consult, LLC