

## **PROCUREMENT SUMMARY RFP 2022-009**

### **REQUIREMENTS**

A Solicit Request Routing Sheet for Printer Services with the attached scope of work was received by Procurement from Executive Office on February 26, 2022.

#### Procurement Policy:

The Independent Cost Estimate for this procurement is \$150,000, which exceeds the Small Purchase threshold, therefore in compliance with the Regional Transit Authority of New Orleans Procurement Policies and Procedures Manual, Section VII.B. This procurement shall be conducted through formal advertisement (competitive means).

### **SOLICITATION**

Invitation for Bids (IFB) No. 2022-009 Public Notice was published in The Advocate. The Public Notice and the IFB 2022-009 were posted on the RTA website beginning 3/23/2022. The IFB submittal deadline was 4/21/2022 at 4:00 pm.

### **RFP SUBMITTAL**

The submittal deadline was on 4/21/2022 at 4:00 pm. Briana Howze handled the receipt of all submissions received. Two (2) proposals were received.

### **DETERMINATION**

Two (2) responsive Proposals were received and responsive.

### **SUBMITTAL ANALYSIS**

<u>Respondents</u>	<u>Required Forms</u>
Mele	All Submitted
MPress	All Submitted

### **SUMMARY**

An Administrative Review was prepared by Briana Howze

The Technical Evaluation Committee meeting was held on Thursday, May 12, 2022, at 10:00 AM in the RTA Board Room.

**The Technical Evaluation Committee was selected and authorized by Gizelle Banks and was comprised of:**

Angele Young – Director of Marketing  
Arian Randolph – Manager of Marketing & Customer Relations  
Joanna Farley – Sr. Transportation Planner

**The Technical Evaluation Committee scoring was as follows:**

Mele	188
MPress	273

MPress Printing was the highest-scoring firm.

MPress Printing was recommended for the award as their price was determined to be fair and reasonable when compared to other firms providing the same service.