

PROCUREMENT SUMMARY-RFP 2023-020

REQUIREMENTS

A Solicit Request Routing Sheet for Human Resources Consultant with attached scope of work was received by Procurement on August 14, 2023.

SOLICITATION

Request for Proposal (RFP) No. 2023-020 Public Notice was published in The Advocate. The Public Notice and the RFP 2023-020 was posted on the RTA website beginning 8/23/23. The RFP submittal deadline was 10/2/23 at 4:00pm.

RFP SUBMITTAL

Submittal deadline was on 8/23/23 at 4:00pm. Briana Howze handled the receipt of all submissions received. Seven (7) proposals were received.

DETERMINATION

Five (5) responsive proposals were received. Two (2) proposals were received but non responsive due to the required forms not being submitted.

SUBMITTAL ANALYSIS

<u>Respondents</u>	<u>Required Forms</u>
Baker Tilly	ALL SUBMITTED
Berry Dunn	ALL SUBMITTED
Fazande Consulting	ALL SUBMITTED
Gallagher	ALL SUBMITTED
Hana Resource Company	NOT ALL SUBMITTED
MGT	ALL SUBMITTED
The HR Initiative	NOT ALL SUBMITTED

SUMMARY

An Administrative Review was prepared by Briana Howze.

A technical evaluation was conducted on Monday October 30, 2023 at 10:30 am. The evaluation committee consisted of the following:

Gizelle Banks
Chase Haslip
Mark Major
Sarah Porteous

The final combined scores for the technical evaluation are as follows:

Baker Tilly	349
Berry Dunn	330
Fazande Consulting	368
Hallagher	289
MGT	310

Fazande Consulting has been determined to be fair and reasonable and is recommended for award.