

Kenai Peninsula Borough
Purchasing & Contracting Department

MEMORANDUM

TO: Charlie Pierce, Mayor
THRU: John D. Hedges, Purchasing & Contracting Director *JH*
FROM: Johni Blankenship, Borough Clerk *(JB)*
DATE: June 5, 2019
RE: Authorization to Award a Contract for RFP19-003 Records Management Software

On February 8, 2019, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP19-003 Records Management Software. The request for proposals was advertised in the Peninsula Clarion and in the Anchorage Daily News on February 8, 2019.

On the due date of February 28, 2019, four (4) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>TOTAL SCORE</u>
Information First, Inc.	329
Infolinx System Solutions & eDocs Alaska	229
Konica Minolta	106
Feith Systems & Software, Inc.	61

Funding of this contract will be charged to account numbers 407.19010.16REC.43019 & 705.94910.20E04.42120.

CP

Charlie Pierce, Mayor

6/7/2019

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>407.19010.16REC.42120 - \$100,000.00</u>
Acct. No.	<u>705.94910.20E04.42120 - \$26,679.65</u> <i>F120</i>
By:	<i>PP</i>
Date:	<i>6/7/19</i>

**RFP19-003 Records Management Software
PROPOSAL EVALUATION (totals) - REVISED 4/22/19**

		FEITH	KONICA MINOLTA	INFORMATION FIRST	INFOLINX
1. Experience of the Proposer & Qualification (0-20 points)	Evaluator 1	4	4	20	8
	Evaluator 2	4	4	20	12
	Evaluator 3	4	4	20	14
	Evaluator 4	2	2	16	8
	Total	14	14	76	42
2. Quality of Written Proposal (0-5 points)	Evaluator 1	0	1	4	1
	Evaluator 2	1	1	4	2
	Evaluator 3	1	2	4	1
	Evaluator 4	0	1	4	1
	Total	2	5	16	5
3. Key Project Staff / Available Resources (0-10 points)	Evaluator 1	0	1	10	6
	Evaluator 2	0	0	10	6
	Evaluator 3	0	2	10	6
	Evaluator 4	1	3	10	4
	Total	1	6	40	22
4. Offered Product meeting Borough's Requirements (0-20 points)	Evaluator 1	2	4	16	8
	Evaluator 2	4	4	16	8
	Evaluator 3	4	4	16	12
	Evaluator 4	4	4	16	4
	Total	14	16	64	32
5. Project Methodology / Approach (0-20 points)	Evaluator 1	0	4	16	8
	Evaluator 2	0	4	16	8
	Evaluator 3	4	4	12	8
	Evaluator 4	0	4	16	4
	Total	4	16	60	28
Subtotal		35	57	256	129
6. Cost (0-25 points)	25	25,789,444.54	49,198,312.24	73,161,546.34	100
	26		48	73	100
		\$452,122.96	\$237,000.00	\$159,372.34	\$116,600.00
	TOTAL	61	106	329	229
	Ranking	4	3	1	2

Revised 5/16/19
\$126,679.05