

**EVALUATION COMMITTEE MEETING
RFP-4557-17-RL**

TUTORING SERVICES

OCTOBER 5, 2017 - HOLLYWOOD CITY HALL, ROOM 303 – 11:30 A.M.

The City of Hollywood, is seeking a firm to provide tutoring for approximately four hundred (400) students during the Summer Camp and homework assistance/project based learning projects for approximately seventy five (75) students at Kay Gaither and an additional forty (40) students at McNicol in Kindergarten through fifth (5th) grade at school Aftercare.

Evaluation Committee: Joaquin Arellano – PRCA
Brenda Samuels – PRCA
Sandra White – PRCA
Sonja Ivey – PRCA

Proposers: Russell Life Skills and Reading Foundation, Inc. dba Russell Education Foundation – Davie, FL

The Evaluation Committee consisting of four (4) City employees met to review and discuss the one (1) responsive proposal received. The scoring criteria as outlined in the RFP is as follows:

1. 5 Points – Letter of Transmittal
 2. 10 Points – Profile of Proposer
 3. 10 Points – Summary of Proposer’s Qualifications
 4. 40 Points – Project Understanding, Proposed Approach & Methodology
 5. 35 Points – Pricing
- 100 Point Maximum Total**

The RFP document stated that “Services will be available after school (Aftercare) during the school year, Monday through Thursday only. Services will also be available during regularly scheduled school year summer break, Monday through Thursday.”

The RFP document stated that the initial term of this contract shall be for a period of three (3) years. The City may renew the agreement for two (2) additional one (1) year periods.

The proposals were evaluated and the scores were compiled to arrive at the following rankings:

1. Russell Life Skills and Reading Foundation, Inc. dba Russell Education Foundation – 395 points

The evaluation committee agreed that the RFP submittal received from Russell Life Skills and Reading Foundation, Inc. dba Russell Education Foundation would best meet the City’s operational needs based on the professional RFP response, the pricing offered to the City and prior experience performing similar services.

The evaluation committee requested that Procurement Services move forward with the RFP award process based upon their recommendation to award a contract to the highest ranked firm. The PRCA Department and the Procurement Services Division will prepare a resolution requesting City Commission approval.

The estimated annual amount to be paid to the contractor is \$94,800.00. The meeting was facilitated by Rob Lowery a Procurement Contracts Officer from Procurement Services.