

EVALUATION COMMITTEE REPORT

COMMUNICATION SERVICES RFP No. 12-045GR-MC

March 15, 2012

Summary of Evaluation Committee Activity

The members of the Evaluation Committee were:

- David Bryan, Senior Technician, Network Services, Technology Dept., Voting Member
- Demetrius Brandon, Manager, Network Services, Technology Dept., Voting Member
- Jesse Gonzales, Supervisor, Telecommunication Services, Technology Dept., Voting Member
- Ken Cole, Director, Enterprise Systems, Technology Dept., Voting Member
- Sandra S. Sanchez, Procurement Manager, Procurement Department, Procurement Department, Procurement Advisor, non-evaluating / non-scoring member.
- Gustavo Rossell, District Buyer, Procurement Department, Committee Chair, non-evaluating / non-scoring member.

Methodology Employed for the Evaluation

All evaluation materials and Offerors` proposals were distributed to the committee members for their evaluation and scoring. Instructions for evaluation and scoring, per the Request for Proposal, were to read to the committee members, and copies of all proposals were distributed to the evaluating committee members in order to familiarize themselves with the contents. These proposals were reviewed for mandatory specifications. Century Link and TW Telecom's proposals met all mandatory criteria and Windstream's proposal was disqualified from further review/scoring due to the non-submission of mandatory signed form "Addendum # 1".

The evaluation committee members were instructed to score the proposals individually based upon the evaluation criteria set forth in the RFP. Committee members` evaluations of Offerors` responses were completed in parallel to allow for comparison of Offerors` responses and assign respective grading (of their proposals) by specific factor (i.e. Mandatory Specifications, etc.). This allowed for structured and clear comparison. The individual scores from each committee member were recorded and averaged. Then, all scores were tabulated, averaged, and ranked from highest to lowest scores. Points were awarded based on the Offerors description of how they would approach or meet each mandatory specification and the quality of their responses. Conversely, points were deducted for not addressing a question properly, i.e. no response, insufficient information, providing irrelevant information, et al.

Preliminary scoring was tabulated for all areas except cost and oral presentations. Finalist's selections were based on preliminary scoring. Cost was introduced and tabulated after the initial evaluation and grading of mandatory and desired specifications. Site visits and oral presentations/interviews were not used in the evaluation selection process.

Evaluation Results

a) Mandatory Specifications

Mandatory evaluation factors were consistent for all three (3) areas requested as follows, Area 1 – Data Circuits, Area 2 – Internet Access, and Area 3 – Voice Circuits. Mandatory evaluation factors consisted of 5.2.1. (Area 1) Authority to Provide Data Circuits, 5.2.2. (Area 2) Authority to Provide Internet Access, 5.2.3. (Area 3) Authority to Provide Voice Circuits, 5.2.4 (Areas 1 – 3) Service Capability, 5.2.5 (Areas 1 – 3) Cost on separate binder labeled # 2, 5.2.7. New Mexico Employees Health Insurance, 5.2.8. Campaign Contribution Disclosure Form,

5.2.9. Conflict of Interest Form, and 5.2.10. Statement of Confidentiality Form. All Offerors included all forms signed and completed, as required. These mandatory forms were evaluated and graded as “pass or fail”.

Three (3) proposals were received before the deadline. The three (5) Offerors were Century Link, TW Telecom, and Windstream. The proposals were evaluated for compliance with the mandatory requirements set forth in the Request for Proposal (RFP). Two (2) proposals, Century Link and TW Telecom’s were found to be compliant and were thoroughly evaluated by the Evaluation Committee members on November 30, 2011. During the initial review of mandatory documents, Windstream’s submission was deemed non-responsive and was disqualified from consideration for not complying with all mandatory requirements as it did not include signed copy of Addendum #1.

Offerors passing the mandatory review and advancing to the final round of evaluations were:

- Century Link
- TW Telecom

b) Finalists

After all proposals were found to be compliant with the submission of all mandatory documents, they were evaluated thoroughly, by the Evaluation Committee, for content and strength of their responses regarding mandatory and desired specifications. It was determined by the committee that it was in the best interest of the district to 1) award contracts to both Offerors because each Offeror possesses suitable comparative advantages vis-a-vie the other Offeror, not only in price, but also in the provision of trade-specific services, and 2) site visits or holding interviews would not be necessary.

5.2. Mandatory Specifications

5.2.1. Authority to Provide Data Circuits (0 points available – Pass/Fail only)

As required in the RFP, both Offeror’s proposals were evaluated as to whether or not the Offeror has the authority to provide data circuits.

CENTURY LINK	TW TELECOM
Pass	Pass

All Offerors indicated that they have the authority to provide data circuits and was confirmed by APS – Technology Dept.

5.2.2. Authority to Provide Internet Access (0 points available – Pass/Fail only)

As required in the RFP, both Offeror’s proposals were evaluated as to whether or not the Offeror has the authority to provide internet access.

CENTURY LINK	TW TELECOM
Pass	Pass

All Offerors indicated that they have the authority to provide internet access and was confirmed by APS – Technology Department.

5.2.3. Authority to Provide Voice Circuits (0 points available – Pass/Fail only)

As required in the RFP, both Offeror’s proposals were evaluated as to whether or not the Offeror has the authority to provide voice circuits.

CENTURY LINK	TW TELECOM
Pass	Pass

All Offerors indicated that they have the authority to provide voice circuits and was confirmed by APS – Technology Dept.

5.2.4 Service Capability (20 points available)

Points were awarded, by the committee members, based on Offeror’s narrative on demonstrated competence, credibility, and responsiveness. The scores were as follows:

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
18.75	17	19	18.75	20	13.75
1 ST	2 ND	1 ST	2 ND	1 ST	2 ND

5.2.5 Cost (50 points available)

All Offerors completed the cost forms (quotations), as required. For evaluation purposes only, the committee determined that the evaluation criteria for this section would be to use three (3) areas each containing multiple sub-categories of bandwidth / voice services (Area 1 – Data Circuits, Area 2 – Internet Access, Area 3 – Voice Circuits) of typical Communication Services to generate the figures to be used in the scoring in accordance with the formula shown below. From each “Area” quoted, the evaluation committee selected sub-categories of services most commonly used by APS. Each Offeror’s individual quoted “Area” awarded points were added and averaged yielding their total points (50 points max.) and ranking (1st – 2nd).

$$\frac{\text{Lowest bid cost}}{\text{Offeror bid cost}} \times 50 \text{ Points} = \text{awarded points}$$

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
28.54	50	23.66	50	50	47.94
2 ND	1 ST	2 ND	1 ST	1 ST	2 ND

TW Telecom had the lowest combined price on areas 1 and 2 and received the highest score. Century Link had the lowest combined price on Area 3.

5.2.6 Oral Presentation / Interview (100 points available)

Oral Presentations/Interviews were not required

5.2.7 New Mexico Employees Health Insurance (0 points available – Pass/Fail only)

CENTURY LINK	TW TELECOM
Pass	Pass

5.2.8 Campaign Contribution Disclosure Form (0 points available – Pass/Fail only)

CENTURY LINK	TW TELECOM
Pass	Pass

5.2.9 Conflict of Interest and Debarment/Suspension Form (0 points available – Pass/Fail only)

CENTURY LINK	TW TELECOM
Pass	Pass

5.2.10 Statement of Confidentiality Form (0 points available – Pass/Fail only)

CENTURY LINK	TW TELECOM
Pass	Pass

5.3. Desirable Specifications

5.3.1. References (10 points available)

As required in the RFP, both Offeror’s proposals were evaluated and points given based on verifiable references of provision of comparable services as it relates to the needs of the RFP.

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
9.75	9	9.75	8.5	9.75	6.5
1 ST	2 ND	1 ST	2 ND	1 ST	2 ND

Both Offerors provided verifiable references.

5.3.2. Reliability (10 points available)

As required in the RFP, both Offeror’s proposals were evaluated and points given based on documented evidence of provision of comparable services and applicability of previous performance (standard SLAs, reimbursement for outages, and responsiveness to repairs) as it relates to the needs of the RFP.

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
9.25	9.25	9	9.25	9.25	7.25
tie	tie	2 ND	1 ST	1 ST	2 ND

Both Offerors provided satisfactory documented evidence of reliability.

5.3.3. Experience (5 points available)

As required in the RFP, both Offeror’s proposals were evaluated and points given based on documented evidence of provision of comparable services APS currently uses, depth-related experience, total years of related experience, and applicable education and training as it relates to the needs of the RFP.

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
4.5	4.5	5	4.75	4.75	3.5
tied	tied	1 ST	2 ND	1 ST	2 ND

Both Offerors provided satisfactory documented evidence of experience.

5.3.4. Certification (5 points available)

As required in the RFP, both Offeror’s proposals were evaluated and points given based on documented evidence regarding certifications, statements, and warranties for areas 1 – 3 as indicated in the certifications and experience narrative submitted. Key evaluation components include total years of related experience and applicable education and training.

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
4.75	4.5	4.75	4.5	4.75	3.75
1 ST	2 ND	1 ST	2 ND	1 ST	2 ND

Each Offeror provided suitable certifications.

Total Points

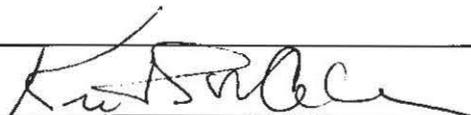
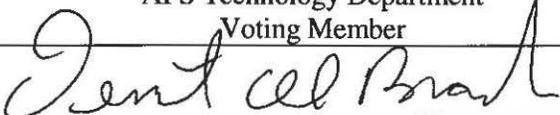
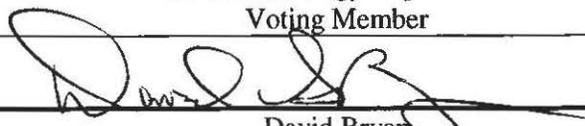
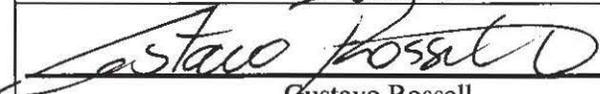
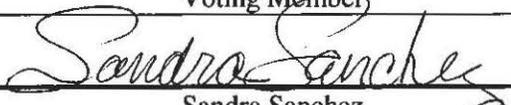
After a thorough review and tabulation of the Offerors` scores, the total points scored and averaged for Century Link and TW Telecom, with their respective rankings, were as follows:

AREA 1 – Data Circuits		AREA 2 – Internet Access		AREA3 – Voice Circuits	
CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM	CENTURY LINK	TW TELECOM
75.29	94.50	70.91	96.00	97.50	78.94
2	1	2	1	1	2

Recommendation

After a thorough review and scoring of the Offerors` proposals, the Evaluation Committee unanimously recommends that it is in the best interest of the district 1) to award contracts to both vendors, Century Link and TW Telecom, in order to ensure that competitive pricing is available as the District continues to increase dependence on communications technologies. With respect to many services, voice and internet specifically, the District will want to load balance between different carriers to ensure business continuity in the case of one vendor’s service outage, and 2) site visits or holding interviews would not be necessary.

SIGNATURES

 Ken Cole Director – Enterprise Systems APS Technology Department Voting Member	 Jesse Gonzales Supervisor – Telecommunications APS Technology Department Voting Member
 Demetrius Brandon Manager – Network Services APS Technology Department Voting Member	 David Bryan Senior Technician – Network Services APS Technology Department Voting Member
 Gustavo Rossell District Buyer Procurement Department Committee Chair, Non Evaluating / Non-Voting Member	 Sandra Sanchez Manager - Procurement Department Procurement Advisor, Non-Evaluating / Non-Voting Member