

**Furniture, Installation, and Related Products and Services****UA22-218 Solicitation and Evaluation Summary****Background**

On June 3rd, 2022, The University of Alabama issued a Request for Proposals (RFP) for interested suppliers to provide Furniture, Installation, and Related Products and Services to satisfactorily support The University of Alabama and other public agencies. The University of Alabama served as Lead Public Agency on behalf of the GOVMVMT Purchasing Cooperative through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), state, other government agency or nonprofit organization may purchase Products and Services through this contract.

**Solicitation Process**

1. Request for Proposals (UA22-218) was administered through the University's electronic system, ESM Source. The intent of the Solicitation was to establish a Contract or Contracts to deliver and install furniture to meet the needs of Participating Public Agencies. The Solicitation requested Manufacturers exemplify their ability to support a nationwide Contract through their network of Assisting Dealers with the Products and Services specified as well as provide pricing options per Supplier Pricing Forms provided.
2. The University purchases furniture for needs considered traditional to higher education which include, but are not limited to, renovations and new construction of academic, housing and residential life, faculty, staff, and support services spaces. Over the past 5 years, the University has spent approximately \$40,000,000 on furniture and installation to support such projects with products inclusive of most all categories listed in Section 2.4 of the RFP.
3. The RFP was advertised in over twenty national publications where local/state laws require. Please see affidavits for further details.
4. A Pre-Proposal Conference was held virtually on Wednesday, June 22, 2022, at 3:00 PM CST to clarify the University's expectations to Suppliers.
5. The University of Alabama received nine (9) national proposals on August 11<sup>th</sup>, 2022, at 2:00 PM CST from the following:
  - Trendway
  - Fellowes (ESI)
  - OFS Brands
  - Ecologic
  - Shuttle Systems (Navetta)
  - Sedia Systems
  - The Senator Group
  - Indiana
  - Lakeshore Learning Materials

**Evaluation of Responses and Awards:**

6. The Evaluation Team consisted of the following:
  - Shameema Rahman with Fairfax County, Virginia
  - Greg Long with Seminole County Public Schools, in Florida
  - Carrie Roberts with Pasco County, Florida
  - Jana Weaver with The University of Alabama
  - Amy Chambley with The University of Alabama
  - The University of Alabama Team (Sample Projects and Financial Proposals sections only)

David Kidd and Tyler McCall of GOVMVMT reviewed the proposals for compliance with GOVMVMT requirements, however, did not score proposals and did not have a vote on the final recommendations.

7. The Evaluation Team evaluated proposals to determine the most comprehensive, competitive, and best value solutions that were most advantageous to the Lead Public Agency and potential Participating Public Agencies, based on the following criteria:
  - A. Proposal Format and Content;
  - B. National Program Supplier Information;
  - C. Supplier Qualification;
  - D. Ability to Meet Contract Specifications and Requirements;
  - E. Sample Projects – Technical and Pricing;
  - F. Financial Proposal;
8. The University held a virtual kick-off meeting with all evaluators on September 8, 2022. The Evaluation Team were provided evaluation instructions and procedures, schedule, evaluation forms, and were granted access to the documents needed to conduct individual evaluations.
9. The Evaluation Team conducted evaluations of each proposal received based on the criteria set forth in the RFP, and in accordance with, and subject to, all relevant statutes, ordinances, rules and regulations that govern procurement in the state of Alabama. The individual evaluators listed above scored the criteria sections 8.A through 8.D listed above. The University of Alabama Team scored the criteria sections 8.E and 8.F listed above.
10. The Evaluation Team submitted their completed evaluation forms to the University's lead Senior Buyer for this Solicitation which were requested by September 27, 2022.
11. The University combined scores into a summary for first round evaluations of the team.
12. The Evaluation Team met virtually again on October 12, 2022, to provide feedback and discuss evaluation scores. The Evaluation Team was provided the opportunity to re-evaluate their scores with final evaluation forms requested by October 19, 2022.
13. The University held conference calls with all (9) respondents and asked prepared questions regarding financial and National Commitment clarifications. All provided verbal clarifications, and/or acknowledged they would provide the information requested. The University's lead Senior Buyer e-mailed each company the list of questions and requested a written response.

14. All evaluator final scores were summarized on a scoring matrix. The scores for each scoring section were combined, then an average for each scoring section was calculated. All average scores for each scoring section were combined to generate a total score for each Supplier.
15. The following Suppliers were awarded based on their overall scoring which exemplified their ability to best meet the requirements of the RFP and GOVMVMT national commitments: Sedia Systems, Indiana, The Senator Group, Ecologic, and Shuttle Systems (Navetta)
16. The effective date of the contracts and Master Agreements will be January 1, 2023, for the term of five (5) years with the options to renew for up to five additional years.