


Board Approved
9.24.18



Memorandum

To: Dr. V. Sue Cleveland, Superintendent

From: Michael Madrid CPO, CPPB, Purchasing Manager 

Date: September 19, 2018

Re: Award of RFP No. 2018-020-HR – Pre-Paid Legal Services

The Purchasing Department initiated a procurement on behalf of Rio Rancho Administration for Pre-Paid Legal Services. On July 20, 2018, at 2:00 p.m. proposals were due and the district received three (3) proposals in response to RFP No 2018-020-HR.

An evaluation committee reviewed all responses based on the criteria identified in the RFP and ranked the offerors. Initially, the committee felt it was in the best interest of the district to solicit a multiple award, however after discussion with the offerors they expressed that the volume of potential enrollees didn't justify a multiple award and they solicited that only one firm be awarded.

It is staff's recommendation to solicit an award to US Legal Services the highest ranked offeror.

Attachment:
RFP Evaluation Report

cc. Michael Baker, Chief Operating Officer
Randy Evans, Executive Director, Finance



**PRE-PAID LEGAL SERVICES
RFP No. 2018-020-HR
EVALUATION COMMITTEE SCORING REPORT**

OFFEROR: US LEGAL SERVICES

EVALUATION CRITERIA				OVERALL	
	Member #1	Member #2	Member #3	RANKING	
Organization Qualification/Client Services/Administrative Capabilities - possible 50 points	40.00	50.00	50.00		
Past and current performance reference inquiries - possible 10 points	8.00	10.00	7.00		
Offeror's proposal response in terms of clarity, completeness and adherence to instructions, ease of finding required information, ease in facilitating evaluation - possible 5 points	3.00	3.00	5.00		
Cost/Price - possible 35 points	35.00	30.00	35.00		
Resident or Veterans Contractor Preference	0	0	0		
Total Raw Score Including Preferences	86.00	93.00	97.00		
Ranking Among Proposals	2	1	1		1

OFFEROR: METLIFE

EVALUATION CRITERIA				OVERALL	
	Member #1	Member #2	Member #3	RANKING	
Organization Qualification/Client Services/Administrative Capabilities - possible 50 points	45.00	45.00	50.00		
Past and current performance reference inquiries - possible 10 points	10.00	10.00	5.00		
Offeror's proposal response in terms of clarity, completeness and adherence to instructions, ease of finding required information, ease in facilitating evaluation - possible 5 points	5.00	5.00	5.00		
Cost/Price - possible 35 points	30.00	30.00	30.00		
Resident or Veterans Contractor Preference	0	0	0		
Total Raw Score Including Preferences	90.00	90.00	90.00		
Ranking Among Proposals	1	2	2		2

OFFEROR: ARAG

EVALUATION CRITERIA				OVERALL	
	Member #1	Member #2	Member #3	RANKING	
Organization Qualification/Client Services/Administrative Capabilities - possible 50 points	45.00	40.00	50.00		
Past and current performance reference inquiries - possible 10 points	10.00	10.00	8.00		
Offeror's proposal response in terms of clarity, completeness and adherence to instructions, ease of finding required information, ease in facilitating evaluation - possible 5 points	5.00	5.00	5.00		
Cost/Price - possible 35 points	20.00	25.00	25.00		
Resident or Veterans Contractor Preference	0	0	0		
Total Raw Score Including Preferences	80.00	80.00	88.00		
Ranking Among Proposals	3	3	3		3