

**LARIMER COUNTY PROPOSAL #P16-16
DISABILITY AND FUNCTIONAL NEEDS ASSESSMENT
COMMISSIONER'S OFFICE
NOVEMBER 7, 2016 2:00 P.M.**

Proposals to consider contracting with a Consultant to conduct in-depth assessments, develop solutions, and provide recommendations to address any deficiencies to disabled employees and disabled persons who use Larimer County services, were accepted on November 7, 2016 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Agent, and recorded by Whitney Wilson, Department Specialist. The following proposal was received:

Meeting the Challenge, Inc.

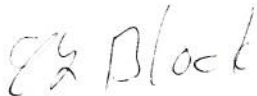
No decision of award was made pending review and recommendation by the Larimer County Commissioner's Office.

The Larimer County Commissioner's Office reviewed the proposals and recommends accepting the proposal from Meeting the Challenge, Inc. as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather L. MacMillan, CPPB
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners

PURCHASING DEPARTMENT



TO: Lorenda Volker, Assistant County Manager
Jeff Green, Risk Manager

FROM: Les Brown, Purchasing Agent

DATE: 11/7/2016

SUBJECT: P16-16, Disability and Functional Needs Assessment

Transmitted for your review and recommendation, are the proposals received to consider contracting with a Consultant that will provide expertise in conducting in-depth assessments, develop solutions, and provided recommendations to address any deficiencies to disabled employees and disabled persons who use Larimer County services. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

- Firm Capability
- Project Approach
- Firm Availability and Project Schedule
- Consultant and Key Staff Experience and Qualifications
- Cost

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor:

One (1) proposal was received in response to this Request for Proposal. Adhering to the County's process, each member of the Evaluation Committee individually and independently evaluated and scored the proposal. After reviewing the Scoring Matrix (attached), the Evaluation Team decided to interview Meeting the Challenge, Inc. After the interview was complete, the Evaluation Committee unanimously selected Meeting the Challenge, Inc. for award.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD


DEPARTMENT HEAD SIGNATURE


DEPARTMENT


DATE

Thank you.

**P16-16 Disability and Functional Needs Assessment
Scoring Matrix**

COMPANY:	Meeting the Challenge, Inc.
EVALUATORS	
#1	3.78
#2	3.98
#3	3.45
#4	4.60
#5	5.00
#6	2.50
TOTALS	23.30