



MEMORANDUM

Date: July 17, 2023

To: Dwayne Alexander, President & CEO

Thru: Dennis Lohr, Chief Financial Officer *DL*
 Vanessa Dunn, Chief Operating Officer *[Signature]*
 Evann Morris, Director of IT *EW*

From: Colene Orsini, Procurement Supervisor

Re: Recommended Award of CS-004-23 Office 365 Licensing & Support

BACKGROUND: Navisite currently holds the contract for these services. It was awarded to them from Solicitation# PS-002-20, conducted according to HUD Procurement standards. This contract has been in place for only three years, but it was requested that we not use our next renewal option and put these services out for bid.

DISCUSSION: JHA has solicited these services per the JHA Procurement Policy and received six (6) bids. All bids were carefully reviewed based on the RFP requirements. Listed below is the outcome of the proposals received.

Bidder	Responsive/Responsible (X = No)	Bid Total	Evaluation Score
TrimaxSecure	X	N/A	N/A
Golden Five LLC	X	N/A	N/A
Communication Square	X	N/A	N/A
Tixzy Consulting, LLC		\$74,715.84	91
Venture Pointe		\$76,668.00	75
Enterprise Integration		\$93,408.00	82

JUSTIFICATION: Our IT Department felt that the services provided by Navisite were not up to par and that a new provider was needed that would be a better match with the Agency. Enterprise Integration (EI) scored higher on the technical portion of the evaluation; however, the pricing caused them to fall below Tixzy on overall scoring. After conducting interviews with both Tixzy Consulting and EI, the evaluation committee felt that EI understood the needs of the Agency better and that the additional cost was justified.

AWARD RECOMMENDATION: Based on an evaluation performed by a committee of JHA employees, it is recommended that, in the best interest of the Agency, this contract be awarded to Enterprise Integration. Based on the attached evaluation scoring and interviews, we recommend awarding the contract to Enterprise Integration for \$93,408.00.

[Signature] _____ *7/18/23*
 Approved/Disapproved Date
 Cc: file



**Official Proposal Evaluation Scoring Tabulation for
CS-042-23 Office 365 Licensing & Support**

Evaluation Criteria	Possible Points	Enterprise Integration			Venture Pointe			Tixzy Consulting		
		6/9/23 @ 1:38 pm			6/8/23 @ 1:56 pm			6/9/23 @ 10:11 am		
DATE AND TIME PROPOSALS RCVD	Evaluators	EM	LD	PB	EM	LD	PB	EM	LD	PB
The PROPOSED COSTS submitted by the proposer. - Scoring by CO	40	25	25	25	35	35	35	40	40	40
The proposer's DEMONSTRATED UNDERSTANDING of the AGENCY'S REQUIREMENT.	15	15	15	10.1	5	13	13.5	10	14	8.4
The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED.	15	15	15	15	5	12	15	10	15	15
The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).	15	15	13	15	5	12	9.75	13	15	12
The proposer's DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. (NOTE: The Agency will place particular emphasis on the proposer's above described EXPERIENCE and PAST PERFORMANCE with Public Housing- and HUD-related work).	10	10	7	10	5	9	9	8	10	9.5
The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED, based upon the opinion of the evaluators.	5	5	5	5	1	3	3	4	5	5
Sub-total	100	85	80	80.1	56	84	85.25	85	99	89.9
Total Ranking		82			75			91		

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6/26/2023

Colene S. Orsini - Procurement Supervisor

Date

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Evann Morris, Director of IT

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Evann Morris, Director of IT

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Laila Darby, Deputy Director of HCV

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Laila Darby, Deputy Director of HCV

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Presley Brown
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Presley Brown, Accountant II

6/26/2023

Presley Brown, Accountant II

BIDDER	Enterprise Integration	Venture Pointe	Tixzy Consulting LLC
Office 365 E3 License (245 ea per month)	\$ 5,880.00	\$ 5,635.00	\$ 4,958.80
Office 365 E5 License (5 ea per month)	\$ 304.00	\$ 304.00	\$ 267.52
Maintenance & Support (per month)	\$ 1,600.00	\$ 450.00	\$ 1,000.00
	\$ 7,784.00	\$ 6,389.00	\$ 6,226.32
	\$ 93,408.00	\$ 76,668.00	\$ 74,715.84