

Williamson County Evaluation Score Sheet

Payroll Services for Existing and Referred Temporary Labor for Elections, RFP 1612-093

Thursday, February 2, 2017 at 2:00PM

Determining Minimum Requirements (Minimum Requirements must be passed to be scored)

Vendor	Ad-A-Staff			Ateeca			Evins			Knowledge Services		
Minimum Requirements	yes	no	Elaborate	yes	no	Elaborate	yes	no	Elaborate	yes	no	Elaborate
1.3.1.1. Proposal Cost Sheet Appendix A	X			X			X			X		
1.3.1.2 Sample of new employee paperwork	X			X			X			X		
1.3.2 Allow and accept employee documentation within 24 hours		X		X			X			X		
1.3.3 Maintain paperwork for all employees (time sheets, new hire, paperwork etc.)				X			X			X		
1.3.4 Physical presence during central counting operations during election event(4-7 days per year)				X			X			X		
1.3.5 Ability to submit and receive new hire paperwork both electronically and in paper form				X			X			X		
1.3.6 Ability to have customized payroll items as referenced in section 1.3.6 of the specifications				X			X			X		
1.3.7 Options for both direct deposit and check submittal of payment				X			X			X		
1.3.8 Reports regarding payroll information as specified in section 1.3.8 of the specifications				X			X			X		
1.3.9 Ability to verify check has or has not been cashed				X			X			X		

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	Yes	No	Elaborate	Yes	No	Elaborate	Yes	No	Elaborate	Yes	No	Elaborate
Minimum Requirements												
1.3.10 Provide the ability for Elections Administrator or designated representative to view/verify payment processing status				X			X			X		
1.3.11 Provide Payroll services including processing Federal Payroll Taxes, Unemployment Insurance, and quarter/annual tax reporting, and W2 reporting under Respondent's tax id				X			X			X		
1.3.12 Include post payroll reports that include the actual markup cost for each position, to include FICA				X			X			X		

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Graded Evaluation Factors

Evaluation Criteria	Total Points Available	Please select a Whole Number from the list provided for each question. (Decimal scoring or unlisted rating scores are not permitted)	Ateeca	Evins	Knowledge Services
Overall experience of Team	5	5 = Significantly Exceeds requirements 4 = Marginally Exceeds Requirements 3 = Meets Requirements 2 = Marginally Meets Requirements 1 = Does Not Meet Requirements	4	5	4
Technical Expertise w/ Elections Process	5	5 = Significantly Exceeds Requirements 4 = Marginally Exceeds Requirements 3 = Meets Requirements 2 = Marginally Meets Requirements 1 = Does Not Meet Requirements	1	5	2
Local Presence/ ability to be present during training	5	5 = Significantly Exceeds Requirements 4 = Marginally Exceeds Requirements 3 = Meets Requirements 2 = Marginally Meets Requirements 1 = Does Not Meet Requirements	3	5	3
Adaptability to support Williamson County's needs	5	5 = Significantly Exceeds Requirements 4 = Marginally Exceeds Requirements 3 = Meets Requirements 2 = Marginally Meets Requirements 1 = Does Not Meet Requirements	4	4	4
Demonstrated Success in past projects with like scope and complexity	5	5 = Significantly Exceeds Requirements 4 = Marginally Exceeds Requirements 3 = Meets Requirements 2 = Marginally Meets Requirements 1 = Does Not Meet Requirements	2	4	3
Price (RFP Cost Score): Lowest Respondent's proposal/ Respondent's Proposal x 10 (points) if cost is weighted as 40%	10		10 (21%)	7.77 (27%)	8.07 (26%)
Possible Total max points	35	Total	24	30.77	24.07

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Interview/Demonstrations and BAFO scoring Wednesday, February 15, 2017 at 4:00PM

Evaluation Criteria	Total Points	Please select a Whole Number from the list provided for each question (Decimal scoring or unlisted rating scores are not permitted)	Ateeca	Evins	Knowledge Services
Ease of use of system (onboarding and time keeping)	5	5 = significantly exceeds requirements 4 = marginally exceeds requirements 3 = meets requirements 2 = marginally meets requirements 1 = does not meet requirements	2	4	5
Reporting	5	5 = significantly exceeds requirements 4 = marginally exceeds requirements 3 = meets requirements 2 = marginally meets requirements 1 = does not meet requirements	3	4	4
Overall Elections experience with temporary workers	5	5 = significantly exceeds requirements 4 = marginally exceeds requirements 3 = meets requirements 2 = marginally meets requirements 1 = does not meet requirements	1	5	3
Vendor flexibility to adapt to County's need	5	5 = significantly exceeds requirements 4 = marginally exceeds requirements 3 = meets requirements 2 = marginally meets requirements 1 = does not meet requirements	2	5	4
Account support	5	5 = significantly exceeds requirements 4 = marginally exceeds requirements 3 = meets requirements 2 = marginally meets requirements 1 = does not meet requirements	3	5	4
BAFO price (BAFO Cost Score): Lowest Respondent's proposal / Respondent's proposal x 10 (points)		10 (maximum - weighted at 40% of the total maximum points of criteria - 40x40% = 10 max points)	10 (21%)	7.77 (27%)	8.4 (26%)
Possible total max points	35	Total	21	30.77	28.4

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Out of 4 proposals received, 3 met all mandatory criteria and moved into the second round of evaluation. The committee decided to have all 3 remaining proposers participate in the third evaluation phase which included a demonstration of their system as well as a Q&A interview session. Considering the criteria, Elite Personnel Consultants - Evins Temporaries, demonstrated most experience with Elections and excellent adaptability to the County's needs. The proximity to Williamson County and the ability to be present at events with only a short notice, made Evins stand out and therefore resulted in the highest overall scoring.