

Post-Solicitation Briefing for Vaccine Education Outreach Services



Audit Committee

November 12, 2024

Presented by: Claude A. Jacob, Health Director, Metro Health

Solicitation Overview



Metro Health issued a solicitation for firms to provide Vaccine Education Outreach Services. These services include holding education sessions, at no-cost to the public, to share reliable information regarding vaccines and to expand community dialogue about vaccines.

Solicitation Type

- Request for Proposals (RFP)

Proposed Term

- Contract term ending June 30, 2025

Estimated Value

- \$1.08 million total

Funding Source

- CDC Immunization and Vaccines for Children

Current Contract Status

- New Contract

Recommended Award



FINAL SCORE MATRIX

RFP for Vaccine Education Outreach Services (24-048; 6100017638) Score Summary *FINAL EVALUATION August 21, 2024	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F
A - Experience, Background and Qualifications	40	38.00	35.00	34.67	36.83	34.67	28.83
B - Proposed Plan	40	33.33	36.33	35.83	33.67	33.83	33.00
C - Funding and Budget Narrative	15	11.67	11.50	11.83	10.67	12.17	12.67
A - C Sub-Total	95	83.00	82.83	82.33	81.17	80.67	74.50
D - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	83.00	82.83	82.33	81.17	80.67	74.50
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6

*One evaluation meeting held, and no interviews conducted.

SBEDA Program – Waived
Local Preference Program – Not Applicable

Recommended Award



FINAL SCORE MATRIX

RFP for Vaccine Education Outreach Services (24-048; 6100017638) Score Summary *FINAL EVALUATION August 21, 2024	Maximum Points	Vendor G	Vendor H	Vendor I	Vendor J	Vendor K
A - Experience, Background and Qualifications	40	24.83	24.50	20.00	20.00	19.17
B - Proposed Plan	40	28.33	22.67	26.67	17.17	0.83
C - Funding and Budget Narrative	15	9.83	6.67	6.17	6.67	7.83
A - C Sub-Total	95	62.99	53.84	52.84	43.84	27.83
D - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	62.99	53.84	52.84	43.84	27.83
RANK BASED ON TOTAL SCORE		7	8	9	10	11

*One evaluation meeting held, and no interviews conducted.

SBEDA Program – Waived
Local Preference Program – Not Applicable

Due Diligence



Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

1,679

Number of vendors at pre-submittal conference:

0

Number of responses received:

12; 1 respondent disqualified for prohibited campaign contributions.

Results of Minimum Requirements Review

No Material Findings

Results of Due Diligence Review

No Material Findings



Thank You

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