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MEMORANDUM

To: Mayor and City Council
From: Norlaundra Huntington, Court Clerk
Date: November 9, 2015
Subject: **Award of Dunwoody Municipal Court Probation Services Contract**

ITEM DESCRIPTION

Award of Dunwoody Municipal Court probation services contract.

BACKGROUND

The City of Dunwoody released a Request for Qualifications (RFQ 15-04) for Municipal Court probation services on September 18, 2015. Proposals were due by 2:00 pm on October 9, 2015. The City received 5 responses to RFQ 15-04, which were then graded by the review team on Technical Experience, Qualifications and References. The highest scoring company was Sentinel Offender Services, LLC.

FUNDING:

Probation service is an offender paid service; therefore, there is no cost to the City.

RECOMMENDATION

Staff respectfully requests that Council award the contract for probation services to Sentinel Offender Services, LLC.

City of Dunwoody, Georgia

	Evaluation Committee Member #1				Evaluation Committee Member #2				Evaluation Committee Member #3						
	Integrity	Judicial	Prof. Probation	Sentinel	Southseast	Integrity	Judicial	Prof. Probation	Sentinel	Southseast	Integrity	Judicial	Prof. Probation	Sentinel	Southseast
1. Technical Experience (1-30)	10	28	27	26	25	0	25	28	28	24	0	20	26	24	22
2. Qualifications (1-40)	15	35	38	36	30	0	3	28	37	38	0	32	33	33	30
3. References (1-10)	4	10	10	9	9	0	8	10	10	8	0	7	8	8	8
4. Cost (1-20)	0	20	19	19	18	0	20	19	19	18	0	20	19	19	18
Final Rating	29	93	94	90	82	0	56	85	94	88	0	79	86	84	78

Final Scores	Integrity	Judicial	Prof. Probation	Sentinel	Southseast
1. Technical Experience-30 points	10	73	81	78	71
2. Qualifications-40 points	15	70	99	106	98
3. References-10 points	4	25	28	27	25
4. Cost-20 points	0	60	57	57	54
Total Points	29	228	265	268	248