



City of Aurora, IL
Purchasing
Jolene Coulter, Director of Purchasing
44 E Downer Place, Aurora, IL 60502

EVALUATION TABULATION

RFP No. 25-123

RFP: Utility Invoice Production and Distribution Services

RESPONSE DEADLINE: July 16, 2025 at 11:00 am

Report Generated: Monday, September 22, 2025

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	360S2G	A.B. Data, Ltd.	Beta Link Solutions	InfoSend, Inc	Sebis Direct Inc.	Third Millennium Associates, Inc.
Technical Proposal	Pass	Pass	Pass	Pass	Pass	Pass
Contact Information	Pass	Pass	Pass	Pass	Pass	Pass
References	Pass	Pass	Pass	Pass	Pass	Pass
Sub-Contractor List	Pass	Pass	Pass	Pass	Pass	Pass
Eligibility	Pass	Pass	Pass	Pass	Pass	Pass
Proposer's Certification	Pass	Pass	Pass	Pass	Pass	Pass
Proposer's Tax Certification	Pass	Pass	Pass	Pass	Pass	Pass
Additional Information	N/A	N/A	N/A	N/A	N/A	N/A

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PHASE 1

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Organization, Personnel, and Staffing	Points Based	25 (25% of Total)

Description:

Brief description of all key personnel to be involved and their relationship to the services to be provided.

- Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.
 - Ability to provide individualized account specialist
- Customer service quality, time and support team knowledge

Criteria	Scoring Method	Weight (Points)
Firm Qualifications, Experience, and References	Points Based	30 (30% of Total)

Description:

The firm's qualifications to perform the project work. Based on past relevant experience, including:

- Quality and depth of references
- Vendor experience in assisting organizations similar to City of Aurora, with similar projects, similar in size (population)

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- Municipal/Government Agency References (minimum of three)
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Criteria	Scoring Method	Weight (Points)
Project Approach	Points Based	25 (25% of Total)

Description:

The firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Included a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP. Provided a detailed project schedule that illustrates the duration of each task.

- Ease of file transfer process – may require vendor demonstration
- Ability to interface with current utility billing software provider
- Ability to work with lockbox provider to ensure proper handling of invoice upon receipt of payments
- Attention to internal controls which will ensure invoice accuracy
- Ability to comply with all USPS rules, regulations, and NCOA programs

Criteria	Scoring Method	Weight (Points)
Cost Proposal	Points Based	20 (20% of Total)

Description:

The pricing component shall be uploaded electronically in the Pricing Table Section. This section will be reviewed last. **Pricing shall not be mentioned anywhere in the body of the proposal.** *Please note that pricing is only a portion of the evaluation criteria for award*

- Total project cost, which includes all materials

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undefined - RFP: Utility Invoice Production and Distribution Services

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- Professional fees and expenses

Fee will be a contributing, not deciding factor in the rankings. Cost savings to the City will also be a contributing factor. The City will enter into negotiations based on their submitted Fee Proposal with the highest ranked Proposer to finalize a contract for the project. If a contract cannot be successfully negotiated with the highest ranked Proposer, then negotiations will be terminated with that Proposer and the City will enter negotiations with the next highest ranked Proposer until an agreement is reached or an impasse is declared.

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Organization, Personnel, and Staffing Points Based 25 Points (25%)	Firm Qualifications, Experience, and References Points Based 30 Points (30%)	Project Approach Points Based 25 Points (25%)	Cost Proposal Points Based 20 Points (20%)	Total Score (Max Score 100)
InfoSend, Inc	24.3	28	24	16.3	92.67
Sebis Direct Inc.	20.7	25.3	20.3	18.7	85
A.B. Data, Ltd.	20.7	26	20.3	16.7	83.67