



Aurora, Illinois | Council AV Solution

The **Vendor Analysis Capture and Scoring Template** is a tool for Government stakeholders to use during vendor meetings and demos to capture insights and analysis as part of the Vendor Down-Selection Process. The Template can be easily customizable to meet the specific needs of the City, the project, or stakeholder preferences.

Scoring Criteria Definitions	
Scoring Criteria	Summary
Capabilities / Solution	<i>Explore solution, capabilities, functionality to meet defined outcomes</i>
Experience and Qualifications	<i>Understand past experience and case studies. Qualification to deliver and meet defined outcomes</i>
Approach, Services, Implementation Methodology	<i>Implementation and Customer Support Models to align to defined outcomes</i>
Pricing and Contract Model	<i>Evaluate pricing model / structure and contracting approach. Include Exact Pricing if applicable</i>
Additional Services / Innovation	<i>Complimentary or additional services that can be provided / offered in future to align to innovation and partnership goals</i>

Scoring Descriptions		
Scoring Criteria	Summary	Score
High	<i>Strong fit/ mostly positive with capabilities, requirements, value and understanding</i> Price specific*: <i>Desired price model; i.e is favorable to City's goals and setup</i>	9
Medium	<i>Demonstrated some positive and some negative attributes in capabilities, requirements, value and understanding</i> Price Specific*: <i>Pricing Model has some good aspects and some risks; needs to be reviewed</i>	5
Low	<i>Did not fit or meet most capabilities, requirements, value and understanding</i> Price Specific*: <i>Pricing Model and Structure does not meet City's need and views</i>	1

* Include exact pricing if applicable

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Vendor Analysis

Evaluation Instructions

Column B: Document the criteria or focus areas that you will be addressing with the vendor during the meeting or demo

Column C: Determine the weight you want to assign to each criteria based on strength/importance as it relates to the City's evaluation. If you want equal weighting, please assign each weight to 20%

Row 15: List all vendors that you will be assessing in the vendor selection process

Please modify number of companies and number of criteria based on project scope / stakeholder discretion.

Analysis Approach:

For each of the vendor scoring columns (D-H) rate the vendors proficiency in that category based on their information. **High=9, Medium = 5, Low = 1.**

Scoring Criteria	Weight	Vendor Evaluation				
		Hix Brothers	Peerless AV	AVI Systems	KeyCode Media	Sound Incorporated
Capabilities / Solution	25%	0	0	0	9	9
Experience and Qualifications	20%	0	0	0	9	6
Approach, Services, Implementation Methodology	10%	0	0	0	9	8
Pricing and Contract Model	20%	0	0	0	9	2
Additional Services / Innovation	25%	0	0	0	9	5
Notes / Additional Information		<ul style="list-style-type: none"> - Hix Brothers does not do AV work. They only do audio work. - Never spoke with them, not sure how they would accomplish this larger of a project. - Project was more than what they could handle. They are more of a Live sound company and rentals' 	<ul style="list-style-type: none"> - Peerless AV declined to provide a proposal as their business focus is digital signage and kiosks. However, they did recommend AVI Systems - The scope of this project is beyond their services. - Peerless does not perform this kind of work. They have preferred vendors who complete the work using their products' 	<ul style="list-style-type: none"> - AVI Systems process required \$48,756 to create design documents. The team decided to move ahead without AVI Systems - They were unable to provide a quote. - They did not want to provide a quote without money upfront for design of the system' 	<ul style="list-style-type: none"> - The innovative KCM solution provided for network-enabled AV devices which not only greatly reduced installation costs, it reduced equipment necessary on-site and provided greater flexibility for additional inputs (locations) as well as outputs (CATV, streaming platforms). KCM solutions are utilized by many government entities in Illinois and a site visit was made to Hoffman Estates. - Most effective solution and most reasonable price. Has done work for other municipal projects. Future proof and continued support, service, and innovation for years to come. - Keycode offered an all-inclusive solution and they have extensive experience in A/V and broadcast solutions' 	<ul style="list-style-type: none"> - Sound Incorporated provided a solid solution, but is based on serial device interfaces (SDIs) that require more cables, converters/supporting equipment as well as significantly higher labor costs. The SDI-based solution is also not as easily expandable or reconfigurable as the NDI based solution proposed by KCM - Great solution. Familiar with our needs. Pricing for services far exceed other vendors for similar solutions. - Sound Incorporated is very strong with A/V. They do not have in-house expertise with broadcast payout solutions.'
Weighted Scoring		0.00	0.00	0.00	9.00	6.00