

# City of Aurora, IL Purchasing

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

# **EVALUATION TABULATION**

RFP No. 25-164

# Temporary Emergency Shelter

RESPONSE DEADLINE: September 3, 2025 at 11:00 am Report Generated: Tuesday, October 28, 2025

# **VENDOR QUESTIONNAIRE PASS/FAIL**

Question Title	Becoming
Technical Proposal	Pass
Cost Proposal Breakdown	Pass
Contact Information	Pass
References	Pass
Sub-Contractor List	Pass
Eligibility	Pass
Proposer's Certification	Pass
Proposer's Tax Certification	Pass
Additional Information	Pass

# PHASE 2 - Pricing

# **EVALUATION CRITERIA**

Criteria	Scoring Method	Weight (Points)
Background and Experience	Points Based	25 (20.8% of Total)

Description:

Did they provide a brief description of all key personnel to be involved and their relationship to the services to be provided.

How is the organization's experience and expertise related to the RFP?

Criteria Scoring Method		Weight (Points)	
References	Points Based	20 (16.7% of Total)	

#### Description:

Did they provide quality of references requested?

• Including names, titles, addresses, and phone numbers from at least three (3) other organizations, preferably municipal, for which the organization has performed similar services.

Criteria	Scoring Method	Weight (Points)
Project Understanding	Points Based	25 (20.8% of Total)

#### Description:

A general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP. The general work plan should include the location(s) proposed, the possible partnerships and collaborations with other entities.

Criteria	Criteria Scoring Method	
Detailed Work Plan and Deliverables	Points Based	30 (25% of Total)

#### Description:

A detailed work plan that will identify the major tasks to be accomplished and be used as a scheduling and management tool, as well as the basis for invoicing. The work plan must present the responder's approach, task breakdown, deliverable due dates and personnel working on the project and the hours assigned to each individual to reach the project results. Provide a detailed project schedule that illustrates the duration of each task, staffing and training plans. Additionally,

#### **EVALUATION TABULATION**

include in the work plan the model for addressing long-duration winter weather events. A description of the deliverables to be provided by the responder, this may include a description of programming and/or services offered to guests.

Criteria Scoring Method		Weight (Points)
Pricing	0-100 Points	20 (16.7% of Total)

# **VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Background and Experience Points Based 25 Points (20.8%)	References Points Based 20 Points (16.7%)	Project Understanding Points Based 25 Points (20.8%)	Detailed Work Plan and Deliverables Points Based 30 Points (25%)	Pricing 0-100 Points 20 Points (16.7%)	Total Score (Max Score 120)
Becoming	9.5	8.8	7.5	7.3	52.5	43.5

# PHASE 1 – Proposal

# **EVALUATION CRITERIA**

Criteria Scoring Method		Weight (Points)	
Background and Experience	Points Based	25 (25% of Total)	

#### Description:

Did they provide a brief description of all key personnel to be involved and their relationship to the services to be provided.

How is the organization's experience and expertise related to the RFP?

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

#### Description:

Did they provide quality of references requested?

• Including names, titles, addresses, and phone numbers from at least three (3) other organizations, preferably municipal, for which the organization has performed similar services.

Criteria Scoring Method		Weight (Points)	
Project Understanding	Points Based	25 (25% of Total)	

#### Description:

A general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP. The general work plan should include the location(s) proposed, the possible partnerships and collaborations with other entities.

Criteria Scoring Method		Weight (Points)	
Detailed Work Plan and Deliverables	Points Based	30 <i>(30% of Total)</i>	

#### Description:

A detailed work plan that will identify the major tasks to be accomplished and be used as a scheduling and management tool, as well as the basis for invoicing. The work plan must present the responder's approach, task breakdown, deliverable due dates and personnel working on the project and the hours assigned to each individual to reach the project results. Provide a detailed project schedule that illustrates the duration of each task, staffing and training plans. Additionally, include in the work plan the model for addressing long-duration winter weather events. A description of the deliverables to be provided by the responder, this may include a description of programming and/or services offered to guests.

# **AGGREGATE SCORES SUMMARY**

# **VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Background and Experience Points Based 25 Points (25%)	References Points Based 20 Points (20%)	Project Understanding Points Based 25 Points (25%)	Detailed Work Plan and Deliverables Points Based 30 Points (30%)	Total Score (Max Score 100)
Becoming	9.5	8.8	7.5	7.3	33