



Department of Procurement,  
Management & Budget  
Division of Procurement

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**TO:** Bidders/Proposers on RFP No. 23-023PND

**FROM:** City of Dayton, Ohio  
Division of Procurement

**SUBJECT: ADDENDUM 1 Changes to RFP Criteria Section 1.06**

The City of Dayton has made changes to the Section 1.06 Criteria for RFP No. 23-023PND Immigration Law Consultation Services.

To ensure the integrity of the bid/proposal process, a signed copy of this bid/proposal addendum notice shall be included with your company's response to this document.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Company Name)

Sincerely,

Hilary Ross Browning  
Budget & Grants Supervisor  
Department of Planning, Neighborhoods & Development



## CITY OF DAYTON

### REQUEST FOR PROPOSAL RFP NO. 23-023PND Immigration Law Consultation Services

**June 7, 2023**

There are changes to Section 1.06 Criteria Item #1 Cost/Price/ Lump Sum Fees is now 35 points and Item #5 PEP Certified vendor for 5 points is now added to the criteria.

**1.06 Criteria.** The selection committee will evaluate each proposal submitted based on the following criteria. After receipt and review of the written proposal, the City may elect to have the proposal presented in person, or clarifications submitted in writing.

Proposers shall not assume that any information shared with the City prior to this RFP will be considered in the evaluation process of this RFP. Evaluation team may or may not have prior knowledge of any discussions and processes. **Evaluation will be completed on the information submitted in response to the RFP only.**

<b>Evaluation Criteria for Goods and Services</b>		
<b>Item</b>	<b>Description</b>	<b>Points Possible</b>
1	Cost/Price/ Lump Sum Fees	<b>35</b>
2	Ability to address all RFP Requirements	30
3	Previous Experience and Project Team	25
4	Dayton Local Business	5
	PEP Certified Business	<b>5</b>
	<b>TOTAL POINTS</b>	<b>100</b>

#### Evaluation Criteria Explanation

##### **Item #1 Cost/Price/Lump Sum Fee: Max 40 points**

Proposers should include a summary of customary rates and charges for personnel, equipment, and other reimbursable expenses. Proposers should indicate amount of “mark-up” for subcontracted services or expenses, if applicable. Proposers should indicate if there are any lump sum fees that may apply.

##### **Item #2 Ability to address all RFP Requirements: Max 30 points**

Proposers seeking consideration shall submit a Scope of Work as defined in Sections 2.03. Proposers will be evaluated according to their alignment with the City of Dayton’s mission and goals for their legal immigration consultation services and ability to complete all required elements of the RFP.

##### **Item #3 Previous Experience and Project Team: Max 25 points**

Proposers seeking consideration shall submit a general firm overview with a description of their immigration law consultation services experience as outlined in Sections 2.03. Proposers will be evaluated according to the number of projects completed and the Proposer's Scope of Work. Provide client name, project role, and contact person with e-mail address and phone number for each project. The number of years of experience providing similar services shall be supplied. Proposers may have served as prime or subcontractor for any submitted project. Proposers shall provide detailed information regarding the Project Team for this project. Project teams with other firms are acceptable and may be identified within the proposal but keep in mind that from a contract perspective the Prime Proposer will have responsibility to provide all deliverables identified within this RFP. Emphasis will be placed on previous experience with immigration law consultation services.

**Item #4 Dayton Local Business: Max 5 points**

Dayton Local Business status will be determined by the address submitted on Exhibit A, which is the same address that will be used for the Contract. If the address is located within the City of Dayton Corporation Limit, the full five (5) points will be awarded.

**Item #5 PEP Certified Business: Max 5 points**

PEP Certified Business will be determined by the company name on Exhibit A, which is the same company name that will be used for the Contract. If the company name is listed on the PEP Certified approved vendor list, the full five (5) points will be awarded.