

**RFQ #893497, Printing & Mailing of Sample Election Ballots & New Registration Cards
Evaluation Team/Review Board Score Sheet**

Offeror	Axis Direct	Professional Reprographics, LLC.	Superior Dataworks, LLC	The Master's Touch, LLC	
Cost Criteria (35 points)	30	23	16	27	
Project Approach & Process (30 points)	28	26	17	25	
Experience & Qualifications (20 points)	20	20	10	20	
Sustainability Requirements (5 points)	5	5	2	5	
Reference Projects (10 points)	10	10	2	10	
Total Evaluation Scores (100 pts)	93	84	47	87	

Evaluation Comments

Axis Direct

Strengths - Well documented experience working on projects of similar scope and size. Demonstrated thorough understanding of the project and their ability to adhere to the 2015-19 Election Schedule.

Weaknesses - Did not provide detailed information regarding the flow of work that has been delegated to subcontractors.

Professional Reprographics, LLC.

Strengths - Demonstrated a firm understanding of the project requirements. Addressed concerns about being able to adhere to the 2015-19 Metro Elections Schedule.

Weaknesses - The worksite location was not clearly indicated. Did not present detailed staff roles and their involvement with this project.

Superior Dataworks, LLC

Strengths - Presentation of staff that will be working on this project was sufficient. Presentation of subcontractors experience was well demonstrated.

Weaknesses - Did not demonstrate a firm understanding of the project requirements. Did not present adequate experience working on projects of similar scope and size. No emergency plan was presented in dealing with last minute changes or unexpected delays. Reference projects provided were not present nor current, and missing important contact information and other pertinent details. Did not demonstrate how information and work would be disseminated to the delegated subcontractors to ensure service and product quality and adherence to the 2015-19 Election Schedule. Didn't present an option for pick up if the need arise.

The Master's Touch, LLC

Strengths - Experience and qualifications of staff assigned to this project was very detailed and thorough. Provided various methods to contact staff with questions and/or concerns. Demonstrated a firm understanding of the project requirements. Demonstrated experience working on projects of similar scope and size.

Weaknesses - Did not present an emergency plan in the event of last minute changes or updates shall occur or unexpected delays. Didn't present a viable option to pick up items if the need arise.

