



December 12, 2022

Page 1 of 2

RE: Award Recommendation Letter – RFP 23-544 Ambulance Services

Mr. James Jackson,

RFP 23-544 Ambulance Services, was formally processed through the Purchasing Department at your request. Response(s) to the solicitation were received in the Purchasing Department on June 16, 2020.

One (1) proposal was reviewed and deemed responsive to the requirements of the solicitation. Please find attached the responsive proposals and the Abstract Sheet, which is the record of the public opening/acknowledgement.

Please take the following course of action:

- 1) Convene the evaluation team. Remember that each individual serving as an evaluator must have a completed and signed Solicitation Evaluator Agreement on file in the Purchasing Department. Your team will work together to review and evaluate elements of each response in comparison to the solicitation requirements.
- 2) Using this form, please advise the Purchasing Department as soon as possible of your award recommendation(s) and the date you anticipate presenting your recommendation of award to the Board of Education for approval.

REMINDER: Include the entire bid/rfp number and bid/rfp name in your Board of Education item documentation so that we can later match the resulting Superintendent's award directive to your solicitation and produce an award letter.

- 3) If your Recommended Award Vendor is not the lowest priced offering, you must provide the Purchasing Department your rationale for not awarding to the lowest responsive respondent. Use an additional sheet to provide your rationale.
- 4) If there is only one line item on the solicitation or if there are multiple line items recommended for award and to a single Award Vendor, simply fill in the information below for Recommended Award Vendor #1.
- 5) If there are multiple line items to be awarded and/or if you recommend splitting the award to multiple Award Vendors, you will need to fill in the name for each Recommended Award Vendor on the lines below and attach the Tabulation indicating which items are to be awarded to each Recommended Award Vendor.

- 6) Upon receipt of your award recommendation(s), the Purchasing Department will notify the Risk Department of your award recommendation and contact the vendor(s) to request final and fully compliant insurance certificates **prior to issuance of the award letter and prior to commencement or delivery of services under this solicitation.**

Please fax to the Central Purchasing Department at 678 676-0170 or scan and email it to Ms. Phyllis Jones at phyllis_d_jones@dekalbschoolsga.org.

March 13, 2023
Anticipated BOE Presentation Date

American Medical Response
Recommended Award Vendor #1

[Signature] / 1-23-23
Your Signature / Today's Date

Recommended Award Vendor #2

Recommended Award Vendor #3

Recommended Award Vendor #4

Recommended Award Vendor #5

Please feel free to reach out to me at 678 676-0120 with any questions or concerns. Your prompt response is appreciated. Thank you.

Regards,

Carla L. Smith
Executive Director, Vendor Services
CLS\lw

Attachment – Proposal(s)

c: Mr. Paris Burd
Mr. Lorenzo Sewell



SOLICITATION EVALUATOR AGREEMENT
STANDARDS OF ETHICAL CONDUCT

MEMO TO: SOLICITATION EVALUATORS
THROUGH: MRS. MASANA MAILLIARD, INTERIM CHIEF FINANCIAL OFFICER
FROM: CARLA L. SMITH, EXECUTIVE DIRECTOR, VENDOR SERVICES
DATE: December 12, 2022
RE: DUTIES & ETHICAL CONDUCT REQUIREMENTS FOR SOLICITATION EVALUATORS

You have been selected to serve as a Solicitation Evaluator for the following DeKalb County School District solicitation: RFP 23-544 Ambulance Services. In your role as Solicitation Evaluator, you will be obligated to a commitment of time and participation at all Evaluation Committee meetings. Further, you will be exposed to confidential information regarding the solicitation development, advertisement, evaluation and pre-award processes. The content of evaluation committee discussions is highly confidential.

In addition, you are required to refrain from contact with bidders/offerors during the solicitation development, advertisement, evaluation and pre-award period, with the exception of any formal contact during a Pre-solicitation meeting or requested demonstrations/oral presentation. All inquiries from bidders/offerors during the solicitation development, advertisement, evaluation and pre-award period must be immediately directed to the assigned Solicitation Contact Person as stated in the RFP document.

In your role as Solicitation Evaluator, you are required to represent DeKalb County School District with professionalism, integrity and with the highest level of ethical standards. Solicitation evaluators are morally bound to be objective, impartial and fair. You may not serve as Solicitation Evaluator if you have a conflict of interest, whether financial or personal, in the solicitation described above.

Initial next to each of the following,

- CC I agree to be impartial, fair and objective
CC I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with any offer/ proposal or involved bidder/offeror in return for favorable consideration
CC I have no preconceived position on the relative merits of any of the offers/ proposals nor have I established a personal preference or position on the worth or standing of any bidder/offeror participating in this action.
CC I agree not to accept anything of value (including, but not limited to money, loans, gifts, meals, travel, entertainment, employment) from any person or entity that is a DCSD vendor or potential bidder/offeror for this solicitation
CC I agree that I will not disclose any information related to the solicitation listed above to any DCSD vendor or potential bidder/offeror for this solicitation
CC I agree to immediately refer all inquiries relating to the solicitation listed above to the Central Purchasing Department or the solicitation contact person stated in the solicitation.
CC I will decline to serve as or will withdraw from serving as a Solicitation Evaluator for the solicitation listed above if I or any member of my immediate family has or is discovered to have a financial interest, personal interest, direct or indirect interest or any other form of conflicting interest with the solicitation described above and/or DCSD vendors or potential bidders/offerors

By signing below, I confirm that I have read this document and agree to the duties and ethical conduct requirements of the DeKalb County School District Solicitation Evaluators as outlined above. In addition, by signing below, I realize that penalties may be imposed by the DeKalb County School District for my violation of the duties and ethical conduct requirements set forth above.

Chris C. Chilton 12/12/22 Chris Chilton Athletic Specialist
Signature /Date Printed Name / DCSD Job Title

You must complete, sign, date and return this Solicitation Evaluator Agreement prior to commencing Solicitation Evaluation activities for the solicitation listed above.



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Signature

12/14/22
/Date

Lorenz (Keith) Sewell - Athletic Specialist
Printed Name / DCSD Job Title

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Signature: [Handwritten Signature] Date: 12/14/22 Printed Name: James Jackson Executive Director of Athletics / DCSD Job Title

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Signature: [Handwritten Signature] /Date: 12/17/22
Printed Name: Paris Burd / DCSD Job Title: Athletic Coordinator

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