

LARIMER COUNTY PROPOSAL #P15-16
OFFICE ON AGING - LEGAL SERVICES
HUMAN SERVICES DEPARTMENT
MAY 22, 2015 2:00 P.M.

Proposals to consider contracting with an organization to provide legal assistance to seniors 60 years of age and older for the Larimer County Human Services Department were accepted on Friday, May 22, 2015 at 2:00 P.M. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Agent I and recorded by Kevin Goins, Department Specialist II. The following proposals were received:

VENDOR

Procter and Callahan, LLC

Colorado Legal Services

No decision of award was made pending review and recommendation by the Larimer County Human Services Department.

The Larimer County Human Services Department reviewed the proposals and recommends accepting the proposal from Procter and Callahan, LLC as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather MacMillan, CPPB
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



TO: Lynda Meyer, Office on Aging Program Manager
FROM: Les Brown, Purchasing Agent I
DATE: 5/22/2015
SUBJECT: Results from P15-16, Public Office on Aging Grant - Legal Services

Transmitted for your review and recommendation, are the proposals received to consider contracting with a firm to provide legal assistance to seniors 60 years of age and older. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

<u>Criteria</u>	<u>Standard</u>	<u>Weighting Factor</u>
Service Plan	Effectiveness of the plan for providing services, coordination, implementation, targeting, evaluation, and client accessibility	40%
Cost/Service Units	The degree to which the program has a reasonable cost and realistic goal associated with the units of service. (i.e. <i>One hour of service = one unit</i>)	25%
Vision	The degree to which the proposal addresses creative methods of addressing service delivery in terms of current financial constraints and future trends.	20%
Organizational Capabilities	The degree to which the proposal provides evidence of a good track record for service delivery and LCOA's prior experience with the applicant indicates that the applicant has the capacity to provide the proposed services and exercise appropriate financial control.	15%

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The evaluation committee unanimously chose to award to Proctor and Callahan, LLC, which was the highest-scored proposal. The estimated funding allocated to provide legal assistance to seniors 60 years of age and older is \$50,000.00.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

Les Brown
DEPARTMENT HEAD SIGNATURE

Human Services
DEPARTMENT

6/8/15
DATE

Thank you

P15-16, Office on Aging - Legal Services

COMPANY:	Procter and Callahan, LLC	Colorado Legal Services
EVALUATORS		
#1	3.45	2.58
#2	4.15	2.28
#3	3.8	3.2
#4	4.25	4.37
TOTALS	15.65	12.43