

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ESSEX**

**RESOLUTION NO.** \_\_\_\_\_ **AUTHORITY FOR RESOLUTION:** N.J.S.A. 40:41A-38(n)

**PROPOSED BY:** COUNTY EXECUTIVE **AUTHORITY FOR ACTION:** N.J.S.A. 40:41A-36(i)

**SUBJECT:**

**BOARD OF COUNTY COMMISSIONERS – PROFESSIONAL SERVICES AGREEMENT – TO  
PROVIDE RECORDING AND TRANSCRIPTION SERVICES FOR 2023 – SUSAN BISCHOFF –  
AMOUNT NOT TO EXCEED \$40,000.00**

**WHEREAS**, the County of Essex has a need for a vendor to provide Recording and  
Transcription Services for the Board of County Commissioners (the “Services”); and

**WHEREAS**, the Board of County Commissioners through the Office of Purchasing  
have publicly advertised for a Request for Proposal in a “Fair & Open” process in accordance  
with New Jersey “Pay to Play” law N.J.S.A. 19:44A-20.2 et seq; and

**WHEREAS**, two (2) vendors provided a response to the RFP for the performance of  
such services for 2023; and

**WHEREAS**, after review and evaluation of the proposals by an evaluation review  
committee, it is recommended that a Contract for the Services for 2023 be awarded to Susan  
Bischoff in an amount not to exceed \$40,000.00; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds through  
future appropriations (a copy of said certification is attached hereto); and

**WHEREAS**, said contract may be awarded without public for Professional Services pursuant to N.J.S.A.40A:11-5(1)(a)(i) on condition that a resolution authorizing the contract for “Professional Services” without competitive bidding and the contract itself be made available for public inspect; and

**WHEREAS**, the Board of County Commissioners is empowered by N.J.S.A. 40:41A-38 (n) to approve, by resolution, contracts presented by the County Executive; now, therefore, be it

**RESOLVED**, by the Board of County Commissioners of the County of Essex as follows:

1. That the contract with Susan Bischoff for the Services for 2023 a copy of which is annexed hereto, be and hereby is approved in accordance with the provisions of law.
2. That the contract is awarded without competitive bidding for “Professional Services” in accordance with N.J.S.A. 40A:1105 (1)(a)(i) of the Local Public Contracts Law.
3. That notice of this contract award be published by the Clerk of the Board of County Commissioners in accordance with the provisions of N.J.S.A. 40A: 11-5 (1).
4. That two (2) certified copies of said fully executed contract and resolution be forwarded to the Office of Purchasing.

Approved as to form and legality

  
ESSEX COUNTY COUNSEL

Date 1/24/23

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved by Commissioner \_\_\_\_\_  
Second by Commissioner \_\_\_\_\_

Commissioner	Yes	No	N.V.	ABS	Commissioner	Yes	No	N.V.	ABS
Cooper					Mercado				
Gill					Pomares, V.P.				
Graham					Richardson, Pres.				
Johnson					Sebold				
Luciano									

It is hereby certified that the foregoing Resolution was ( ) adopted ( ) defeated ( ) tabled by roll call vote at a \_\_\_\_\_ meeting of the Board of County Commissioners of the County of Essex, New Jersey held on \_\_\_\_\_.

Is Publication Required ( ) Yes ( ) No

Date Published \_\_\_\_\_

\_\_\_\_\_  
Wayne L. Richardson, President

Susan Bischoff  
1/23/2023

**COUNTY OF ESSEX****DECISION MEMORANDUM**

COUNTY EXECUTIVE

**BOARD AGENDA ITEM**

COUNTY ADMINISTRATOR

**TO:** Honorable Robert Jackson  
County Administrator

**DEPARTMENT:** Board of County Commissioners

**FROM:** Julius N. Coltre, MPA, QPA  
Director of Purchasing

**DIVISION:**

**DATE:** January 23, 2023

**INTRODUCTION AND OVERVIEW:**

**TITLE:** RECORDING AND TRANSCRIPTION SERVICES FOR THE ESSEX  
COUNTY BOARD OF COUNTY COMMISSIONERS

**SOLICITATION NUMBER:** 22-289

**SOLICITATION TYPE:** Bid: RFP: X Comp. Contract: Non-Fair & Open: Other:

**REQUESTING AGENCY:** Essex County Board of County Commissioners

**ADVERTISEMENT DATE:** December 20, 2022 **OPENING DATE:** January 4, 2023

**POTENTIAL BIDDERS FROM:** Advertisement: Portal: Purchasing: Small Business:

**BIDDERS(s) REJECTED:** No Rejections **REASON:** N/A

**NUMBER OF SUBMITTED BIDS:** Two (2) Submitted Bids

**ASPIRATION GOAL ACKNOWLEDGEMENT FORM (Completed & Returned):** Yes: No: X

**CONTRACT PERIOD:** January 1, 2023- December 31, 2023

**VENDOR NAME & BID TABULATIONS:**

<u>Vendor:</u>	<u>Total Score</u>	<u>Total Amount</u>
Susan Bischoff (Wood-Ridge, NJ)	156	\$40,000.00
Azur Cart & Captioning (Lutz, FL)	102	\$11,448.00

2023-01-23 10:23 AM

**RECOMMENDATION:**

Based upon the recommendation of the Clerk of the Board which is attached hereto and after reviewing the submitted proposals, it is recommended that the Board of County Commissioners award by resolution a contract to: **Susan Bischoff, 449 Columbia Blvd, Wood-Ridge, NJ 07075.**

**FISCAL IMPACT:**

The amount not to exceed for the twelve (12) month contract is \$40,000.00 with the recommend vendor proposing a price of \$350.00 per meeting. Funds are available from account # **01-201-20-110-100-100.**

**ADVERTISEMENT FOR BIDS:**

In Accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

**ATTACHMENTS:**

- 1) Recommendation Document from Requesting Agency
- 2) Memorandums of Agreement (3)
- 3) Fee Schedule and Proposal Page from Recommended Vendor
- 4) Business Registration Certificate
- 5) Affirmative Action Requirements
- 6) Political Contribution Form
- 7) Scoring Sheets from Requesting Agency

JNC: jc



OFFICE OF ACCOUNTS AND CONTROL  
HALL OF RECORDS, ROOM 542  
NEWARK, NEW JERSEY 07102

**CERTIFICATION OF FUNDS**

Vendor Name Susan Bischoff  
Account Name Non-Professional Services  
Account # 01-201-20-110-100-100  
Contract Period (If Applicable) 01/01/2023 12/31/2023  
Purpose of Contract To provide Recording and Transcription Services for 2023 for the Board of County Commissioners

40,000.00 Contract Amount

**Funding**

10,000.00 Temporary Budget Amount  
Current Fund Budget Amount  
30,000.00 Contingent Current Year Amount  
Grant Funding  
Capital Funding  
Trust Funding  
Contingent Subsequent Years

I, do hereby certify that the funding is legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that the contracts have been processed in accordance with the applicable provisions of the Optional County Charter Law, the Essex County Administrative Code and the Essex County Standard Operating Policies and Procedures.

CM Date: 1/26/2023  
Cert: 709

  
Ehab Salama  
Chief Financial Officer



**ESSEX COUNTY BOARD OF COUNTY COMMISSIONERS**

HALL OF RECORDS, ROOM 558  
465 DR. MARTIN LUTHER KING, JR., BLVD.  
NEWARK, NJ 07102

(973) 621-4486  
(973) 621-5695 (FAX)

Email:

[DDAVISFORD@COMMISSIONERS.ESSEXCOUNTY.NJ.ORG](mailto:DDAVISFORD@COMMISSIONERS.ESSEXCOUNTY.NJ.ORG)

**Deborah Davis Ford**  
Clerk of the Board

*To: J. Carey  
for Mon's.  
and present  
JMF  
1/11/23*

**HAND DELIVERED**

**MEMORANDUM**

**TO:** Julius Coltre  
Director of Purchasing

**THRU:** Robert Jackson  
County Administrator

**FROM:** Deborah Davis Ford  
Clerk of the Board

**DATE:** January 10, 2023

**RE:** RFP # 22-289 (Transcription Services of the  
Board of County Commissioners Meetings)

RECEIVED  
COUNTY OF ESSEX  
OFFICE OF PURCHASING  
2023 JAN 10 PM 2:13

The Essex County Board of County Commissioners formulated a RFP #22-289 for Transcription Services. The Office of Purchasing advertised for proposals under the "Fair and Open" process of the "Pay to Play" law. Two firms submitted proposals, which were opened on January 4, 2023, by the Purchasing Department and sent to my office for review.

**Recommendation:**

On January 10, 2023, the proposals were reviewed and evaluated (see attached evaluations) by the Evaluation Selection Committee and the results of the total scores are listed below:

**CONSULTANT/FIRM**

**TOTAL SCORE**

**Azur CART & Captioning**

**102**

**Susan Bischoff**

**156**

The Board recommends that a contract be awarded to Susan Bischoff in an amount not to exceed \$40,000.00 for the contract period beginning January 1, 2023, and ending December 31, 2023.

January 10, 2023

**Services to be provided:**

The primary purpose of this contract is to provide the Essex County Board of County Commissioners with Transcription Services.

DDF:jc



**MEMORANDUM OF AGREEMENT**  
**BETWEEN**

	<b><u>VENDOR</u></b>	<b><u>COUNTY</u></b>
NAME:	Susan Bischoff	County of Essex County
ADDRESS:	449 Columbia Blvd.	Hall of Records
	Wood-Ridge, NJ 07075	465 Dr. Martin Luther King Jr. Blvd.
		Newark, NJ 0710
RFP#: 22-289		
DATE ADVERTISED:	December 20, 2022	
DATE RECEIVED:	January 4, 2023	
CONTRACT PERIOD:	January 1, 2023- December 31, 2023	
BASIS OF AWARD:	Highest rated responsible/responsive bidder	
BID TITLE:	Recording & Transcription Services for the Essex County Board of County Commissioners.	

**CONDITIONS:**

The award of this contract is subject to the approval of the Essex County Board of County Commissioners by resolution and such resolution will be prepared and presented to the Board at its regularly scheduled meeting. This contract becomes effective and binding upon adoption by resolution by the Essex County Board of County Commissioners, signature of the County Executive and attested to by Clerk of the Board.

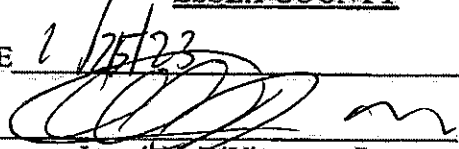
The vendor identified above hereby agrees to comply with the terms and conditions of the bid specifications, advertisement, and vendor's proposal, as submitted by the vendor listed above, under the bid number stated above, which are incorporated herein and made part hereof, and to faithfully perform the obligations therein to furnish and deliver the good or service listed above.

**PAYMENT TERMS:**

CONTRACT PERIOD:	January 1, 2023- December 31, 2023
AMOUNT NOT TO EXCEED:	\$40,000.00 for the twelve (12) month contract

**ESSEX COUNTY**

DATE 1/15/23



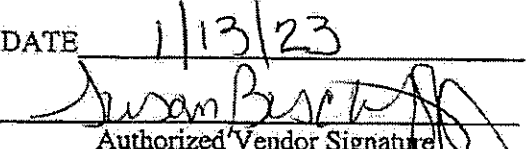
Joseph N. DiVincenzo, Jr.  
Essex County Executive

WITNESS: \_\_\_\_\_

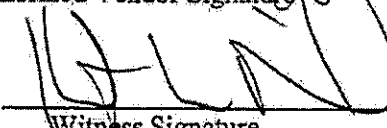
Deborah Davis Ford  
Clerk of the Board

**VENDOR**

DATE 1/13/23



Authorized Vendor Signature

WITNESS: 

Witness Signature

Susan Bischoff, CCR, RPR

449 Columbia Blvd. Wood-Ridge, NJ 07075

201-933-8220 – 201-390-0583 (cell)

NJ License Number 30XI00233700

#### DESCRIPTION OF SERVICES

1. Attendance at meeting by Certified Court Reporter or transcription from pre-recorded meetings.
2. Verbatim transcript prepared by Certified Court Reporter.

#### FEE SCHEDULE

Attendance per meeting	\$350.00
Verbatim transcript of proceedings:	
Regular turnaround (10-12 business days), per page (emailed only)	\$7.00
Regular turnaround, per page (including printed copy)	\$7.50
Expedited turnaround (5-7 business days), per page (emailed only)	\$10.00
Expedited turnaround, per page (including printed copy)	\$10.50
Daily turnaround (by end of business next day), per page (emailed only)	\$12.00
Daily turnaround, per page (including printed copy)	\$12.50

## PROPOSAL PRICING FORM

**RFP#22-284**

The undersigned has read and fully understands the specifications and requirements, and proposes to Provide Recording and Transcription Services for The Essex County Board of County Commissioners as specified herein for the period from January 1, 2023- December 31, 2023 for the following amounts:

Not to exceed  
\$ 40,000.00 - YEARLY COST

Not to exceed  
forty thousand dollars - YEARLY COST IN WORDS

CONTRACT PERIOD: JANUARY 1, 2023- DECEMBER 31, 2023

BUSINESS NAME Susan Bischoff  
AUTHORIZED SIGNATURE Susan Bischoff DATE \_\_\_\_\_  
PRINT NAME Susan Bischoff TITLE \_\_\_\_\_  
PHONE NUMBER 201-933-8220 FAX NUMBER \_\_\_\_\_  
EMAIL SBischoffCCR@yahoo.com

05/09/13

Taxpayer Identification# 157-562-866/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

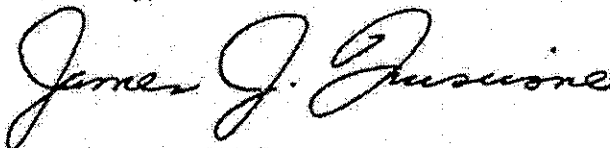
Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione  
Director  
New Jersey Division of Revenue

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N.J. 08646-0252

TAXPAYER NAME:  
BISCHOFF, SUSAN L

ADDRESS:  
449 COLUMBIA BLVD  
WOOD RIDGE NJ 07075  
EFFECTIVE DATE:

05/09/13

TRADE NAME:

SEQUENCE NUMBER:  
1794469

ISSUANCE DATE:  
05/09/13



Director  
New Jersey Division of Revenue

FORM BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

(04-06), D205840v

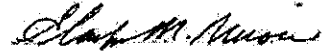
## CERTIFICATE OF EMPLOYEE INFORMATION REPORT INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Jan-2023 to 15-Jan-2030**

**SUSAN BISCHOFF**  
**449 COLUMBIA BLVD**  
**WOOD-RIDGE**

**NJ 07075**



  
**ELIZABETH MAHER MUOIO**  
State Treasurer

**(This statement is part of the proposal packet)**

Set forth name of County elected official, County political party and/or County official, political organization, or State political party to whom a political contribution of \$500.00 or more was made by proposers within five (5) years of the date hereof.

Amount

None

**Proposer:**

Susan Bischoff

By:

(Signature)

(Signature)

Name of Signatory:

Susan Bischoff

(Print or Type)

# COUNTY OF ESSEX EVALUATION CRITERIA

## PROPOSALS FOR RECORDING AND TRANSCRIPTION SERVICES

TECHNICAL CRITERIA		25 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Demonstrate Clear Understanding</b>	<b>0-9 Points</b>	
1.	Does not demonstrate a clear understanding	0	
2.	Proposal points are adequately defined	1-4	<b>4</b>
3.	Proposal is clear, readable and is precise	5-9	

<b>B.</b>	<b>Completeness &amp; Responsiveness to Req. for Proposal</b>	<b>0-8 Points</b>	
1.	Does not comply with major requirements	0	
2.	Proposal additionally absent some non-critical points	1-5	
3.	Proposal complete and responsive	6-8	<b>6</b>

<b>C.</b>	<b>Innovative and Latest Technology</b>	<b>0-4 Points</b>	
1.	Proposal uses some current technology	0-1	<b>1</b>
2.	Complies substantially with technical specifications	2-3	
3.	Proposal complies with specifications	4	

<b>D.</b>	<b>Documented Past Performance</b>	<b>0-4 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-2	<b>1</b>
3.	Track record is well documented	3-4	

TECHNICAL CRITERIA SUBTOTAL **12**

NAME OF PROPOSER

*Azure Cart & Captioning*

MANAGEMENT CRITERIA		15 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Scheduling Timeline</b>	<b>0-7 Points</b>	
1.	Ability to meet schedule is not documented	0	
2.	Ability to meet timeline is documented	1-7	2

		VALUE	SCORE
<b>B.</b>	<b>Complete &amp; Responsive Management Plan</b>	<b>0-8 Points</b>	
1.	Not demonstrated	0	
2.	Plan is average	1-4	2
3.	Plan is sound & detailed	5-8	

MANAGEMENT CRITERIA SUBTOTAL 4

HISTORY & EXPERIENCE CRITERIA		20 POINTS	
<b>A.</b>	<b>Experience</b>	<b>0-7 Points</b>	
1.	Vendor has provided no service to public entity	0	
2.	Vendor has provided similar services to public entity	1-3	
3.	Vendor provided similar services to more than one public entity	4-7	5

<b>B.</b>	<b>Record of Reliability and Quality Control</b>	<b>0-7 Points</b>	
1.	Not adequately documented	0	0
2.	Average, documentation provided	1-3	
3.	Track record is well documented	4-7	

<b>C.</b>	<b>Vendor's Documented Industry or Program Experience</b>	<b>0-6 Points</b>	
1.	Limited directly related projects/no references	0	
2.	Some similar projects & demonstrated success	1-3	3
3.	Numerous similar projects with proven success	4-6	

HISTORY & EXPERIENCE CRITERIA SUBTOTAL 8

NAME OF PROPOSER

Azure Cart & Copying



QUALIFICATION & EXPERIENCE OF PERSONNEL CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Professional Staff Qualification</b>	<b>0-7 Points</b>	
1.	No experience. Minimal training in Recording and Transcription	0	
2.	Some experience. Some training in Recording and transcription	1-3	2
3.	Prior document management experience & Recording and Transcription	4-7	

<b>B.</b>	<b>Documentation of Experience in Performing Similar Work</b>	<b>0-7 Points</b>	
1.	Limited or no documented	0	0
2.	Extensive Recording and Transcription experience fairly well documented	1-3	
3.	Exceptional Recording and Transcription experience & well documented	4-7	

<b>C.</b>	<b>Adequacy of training to enable staff to operate the Management Plan</b>	<b>0-6 Points</b>	
1.	Minimum training, staff will have to self-teach	0	
2.	Moderate training with minimal reliance on self-training	1-3	3
3.	Extensive training	4-6	

QUALIFICATIONS & EXPERIENCE OF PERSONNEL CRITERIA SUBTOTAL 5

NAME OF PROPOSER

*Azur Cast & Captioning*

COST CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Cost Comparison</b>	<b>0-15 Points</b>	
1.	Less competitive	0-4	3
2.	Competitive	5-9	
3.	Most competitive	10-15	

<b>B.</b>	<b>Vendors Financial Strength &amp; Financial Resources</b>	<b>0-5 Points</b>	
1.	Evidence of poor financial strength and/or resources	0	0
2.	Good/average financial strength and/or resources documented	2-3	
3.	Financial strength and resources well documented	4-5	

COST CRITERIA SUBTOTAL 3

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NAME OF PROPOSER

Arac. Cost & Captioning

**TOTAL EVALUATION CRITERIA RESULTS**

**NAME OF PROPOSER**

*Azur Cart & Captioning*

		<b>TOTAL POINTS</b>
<b>TECHNICAL CRITERIA</b>	<b>25 POINTS</b>	<i>12</i>
<b>MANAGEMENT CRITERIA</b>	<b>15 POINTS</b>	<i>4</i>
<b>HISTORY &amp; EXPERIENCE CRITERIA</b>	<b>20 POINTS</b>	<i>8</i>
<b>QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA</b>	<b>20 POINTS</b>	<i>5</i>
<b>COST CRITERIA</b>	<b>20 POINTS</b>	<i>3</i>
<b>GRANT TOTAL</b>	<b>100 POINTS</b>	<i>32</i>

# COUNTY OF ESSEX EVALUATION CRITERIA

## PROPOSALS FOR RECORDING AND TRANSCRIPTION SERVICES

TECHNICAL CRITERIA		25 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Demonstrate Clear Understanding</b>	<b>0-9 Points</b>	
1.	Does not demonstrate a clear understanding	0	
2.	Proposal points are adequately defined	1-4	3
3.	Proposal is clear, readable and is precise	5-9	

<b>B.</b>	<b>Completeness &amp; Responsiveness to Req. for Proposal</b>	<b>0-8 Points</b>	
1.	Does not comply with major requirements	0	
2.	Proposal additionally absent some non-critical points	1-5	3
3.	Proposal complete and responsive	6-8	

<b>C.</b>	<b>Innovative and Latest Technology</b>	<b>0-4 Points</b>	
1.	Proposal uses some current technology	0-1	1
2.	Complies substantially with technical specifications	2-3	
3.	Proposal complies with specifications	4	

<b>D.</b>	<b>Documented Past Performance</b>	<b>0-4 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-2	2
3.	Track record is well documented	3-4	

TECHNICAL CRITERIA SUBTOTAL 9

NAME OF PROPOSER

Azur

MANAGEMENT CRITERIA		15 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Scheduling Timeline</b>	<b>0-7 Points</b>	
1.	Ability to meet schedule is not documented	0	0
2.	Ability to meet timeline is documented	1-7	

		VALUE	SCORE
<b>B.</b>	<b>Complete &amp; Responsive Management Plan</b>	<b>0-8 Points</b>	
1.	Not demonstrated	0	
2.	Plan is average	1-4	3
3.	Plan is sound & detailed	5-8	

MANAGEMENT CRITERIA SUBTOTAL 3

HISTORY & EXPERIENCE CRITERIA		20 POINTS	
<b>A.</b>	<b>Experience</b>	<b>0-7 Points</b>	
1.	Vendor has provided no service to public entity	0	
2.	Vendor has provided similar services to public entity	1-3	2
3.	Vendor provided similar services to more than one public entity	4-7	

<b>B.</b>	<b>Record of Reliability and Quality Control</b>	<b>0-7 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-3	3
3.	Track record is well documented	4-7	

<b>C.</b>	<b>Vendor's Documented Industry or Program Experience</b>	<b>0-6 Points</b>	
1.	Limited directly related projects/no references	0	
2.	Some similar projects & demonstrated success	1-3	1
3.	Numerous similar projects with proven success	4-6	

HISTORY & EXPERIENCE CRITERIA SUBTOTAL 6

NAME OF PROPOSER

Azur

QUALIFICATION & EXPERIENCE OF PERSONNEL CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Professional Staff Qualification</b>	<b>0-7 Points</b>	
1.	No experience. Minimal training in Recording and Transcription	0	
2.	Some experience. Some training in Recording and transcription	1-3	1
3.	Prior document management experience & Recording and Transcription	4-7	

<b>B.</b>	<b>Documentation of Experience in Performing Similar Work</b>	<b>0-7 Points</b>	
1.	Limited or no documented	0	
2.	Extensive Recording and Transcription experience fairly well documented	1-3	1
3.	Exceptional Recording and Transcription experience & well documented	4-7	

<b>C.</b>	<b>Adequacy of training to enable staff to operate the Management Plan</b>	<b>0-6 Points</b>	
1.	Minimum training, staff will have to self-teach	0	
2.	Moderate training with minimal reliance on self-training	1-3	3
3.	Extensive training	4-6	

QUALIFICATIONS & EXPERIENCE OF PERSONNEL CRITERIA SUBTOTAL 5

NAME OF PROPOSER

Azur

COST CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Cost Comparison</b>	<b>0-15 Points</b>	
1.	Less competitive	0-4	
2.	Competitive	5-9	<b>5</b>
3.	Most competitive	10-15	

<b>B.</b>	<b>Vendors Financial Strength &amp; Financial Resources</b>	<b>0-5 Points</b>	
1.	Evidence of poor financial strength and/or resources	0	
2.	Good/average financial strength and/or resources documented	2-3	<b>3</b>
3.	Financial strength and resources well documented	4-5	

**COST CRITERIA SUBTOTAL** **8**

.....

**NAME OF PROPOSER**

Azur

**TOTAL EVALUATION CRITERIA RESULTS**

<b>NAME OF PROPOSER</b>
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		TOTAL POINTS
TECHNICAL CRITERIA	25 POINTS	9
MANAGEMENT CRITERIA	15 POINTS	3
HISTORY & EXPERIENCE CRITERIA	20 POINTS	6
QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA	20 POINTS	5
COST CRITERIA	20 POINTS	8
GRANT TOTAL	100 POINTS	31



# COUNTY OF ESSEX EVALUATION CRITERIA

## PROPOSALS FOR RECORDING AND TRANSCRIPTION SERVICES

TECHNICAL CRITERIA		25 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Demonstrate Clear Understanding</b>	0-9 Points	
1.	Does not demonstrate a clear understanding	0	
2.	Proposal points are adequately defined	1-4	1
3.	Proposal is clear, readable and is precise	5-9	5

<b>B.</b>	<b>Completeness &amp; Responsiveness to Req. for Proposal</b>	0-8 Points	
1.	Does not comply with major requirements	0	
2.	Proposal additionally absent some non-critical points	1-5	
3.	Proposal complete and responsive	6-8	6

<b>C.</b>	<b>Innovative and Latest Technology</b>	0-4 Points	
1.	Proposal uses some current technology	0-1	
2.	Complies substantially with technical specifications	2-3	3
3.	Proposal complies with specifications	4	

<b>D.</b>	<b>Documented Past Performance</b>	0-4 Points	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-2	2
3.	Track record is well documented	3-4	

TECHNICAL CRITERIA SUBTOTAL 16

NAME OF PROPOSER

AZUR

MANAGEMENT CRITERIA		15 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Scheduling Timeline</b>	<b>0-7 Points</b>	
1.	Ability to meet schedule is not documented	0	
2.	Ability to meet timeline is documented	1-7	<b>2</b>

		VALUE	SCORE
<b>B.</b>	<b>Complete &amp; Responsive Management Plan</b>	<b>0-8 Points</b>	
1.	Not demonstrated	0	
2.	Plan is average	1-4	<b>3</b>
3.	Plan is sound & detailed	5-8	

MANAGEMENT CRITERIA SUBTOTAL 5

HISTORY & EXPERIENCE CRITERIA		20 POINTS	
<b>A.</b>	<b>Experience</b>	<b>0-7 Points</b>	
1.	Vendor has provided no service to public entity	0	
2.	Vendor has provided similar services to public entity	1-3	<b>1</b>
3.	Vendor provided similar services to more than one public entity	4-7	

<b>B.</b>	<b>Record of Reliability and Quality Control</b>	<b>0-7 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-3	<b>1</b>
3.	Track record is well documented	4-7	

<b>C.</b>	<b>Vendor's Documented Industry or Program Experience</b>	<b>0-6 Points</b>	
1.	Limited directly related projects/no references	0	<b>0</b>
2.	Some similar projects & demonstrated success	1-3	
3.	Numerous similar projects with proven success	4-6	

HISTORY & EXPERIENCE CRITERIA SUBTOTAL 2

NAME OF PROPOSER

Azur

QUALIFICATION & EXPERIENCE OF PERSONNEL CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Professional Staff Qualification</b>	<b>0-7 Points</b>	
1.	No experience. Minimal training in Recording and Transcription	0	
2.	Some experience. Some training in Recording and transcription	1-3	3
3.	Prior document management experience & Recording and Transcription	4-7	

<b>B.</b>	<b>Documentation of Experience in Performing Similar Work</b>	<b>0-7 Points</b>	
1.	Limited or no documented	0	0
2.	Extensive Recording and Transcription experience fairly well documented	1-3	
3.	Exceptional Recording and Transcription experience & well documented	4-7	

<b>C.</b>	<b>Adequacy of training to enable staff to operate the Management Plan</b>	<b>0-6 Points</b>	
1.	Minimum training, staff will have to self-teach	0	
2.	Moderate training with minimal reliance on self-training	1-3	1
3.	Extensive training	4-6	

QUALIFICATIONS & EXPERIENCE OF PERSONNEL CRITERIA SUBTOTAL 4

NAME OF PROPOSER

AZUR

COST CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Cost Comparison</b>	<b>0-15 Points</b>	
1.	Less competitive	0-4	4
2.	Competitive	5-9	
3.	Most competitive	10-15	

<b>B.</b>	<b>Vendors Financial Strength &amp; Financial Resources</b>	<b>0-5 Points</b>	
1.	Evidence of poor financial strength and/or resources	0	0
2.	Good/average financial strength and/or resources documented	2-3	
3.	Financial strength and resources well documented	4-5	

COST CRITERIA SUBTOTAL 4

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NAME OF PROPOSER

Azure

**TOTAL EVALUATION CRITERIA RESULTS**

<b>NAME OF PROPOSER</b>
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		TOTAL POINTS
TECHNICAL CRITERIA	25 POINTS	16
MANAGEMENT CRITERIA	15 POINTS	6
HISTORY & EXPERIENCE CRITERIA	20 POINTS	2
QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA	20 POINTS	4
COST CRITERIA	20 POINTS	4
GRANT TOTAL	100 POINTS	32

# COUNTY OF ESSEX EVALUATION CRITERIA

## PROPOSALS FOR RECORDING AND TRANSCRIPTION SERVICES

TECHNICAL CRITERIA		25 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Demonstrate Clear Understanding</b>	<b>0-9 Points</b>	
1.	Does not demonstrate a clear understanding	0	
2.	Proposal points are adequately defined	1-4	
3.	Proposal is clear, readable and is precise	5-9	6

<b>B.</b>	<b>Completeness &amp; Responsiveness to Req. for Proposal</b>	<b>0-8 Points</b>	
1.	Does not comply with major requirements	0	
2.	Proposal additionally absent some non-critical points	1-5	
3.	Proposal complete and responsive	6-8	6

<b>C.</b>	<b>Innovative and Latest Technology</b>	<b>0-4 Points</b>	
1.	Proposal uses some current technology	0-1	
2.	Complies substantially with technical specifications	2-3	
3.	Proposal complies with specifications	4	4

<b>D.</b>	<b>Documented Past Performance</b>	<b>0-4 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-2	
3.	Track record is well documented	3-4	4

TECHNICAL CRITERIA SUBTOTAL 20

NAME OF PROPOSER

Susan Bischoff

MANAGEMENT CRITERIA		15 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Scheduling Timeline</b>	<b>0-7 Points</b>	
1.	Ability to meet schedule is not documented	0	
2.	Ability to meet timeline is documented	1-7	6

		VALUE	SCORE
<b>B.</b>	<b>Complete &amp; Responsive Management Plan</b>	<b>0-8 Points</b>	
1.	Not demonstrated	0	
2.	Plan is average	1-4	
3.	Plan is sound & detailed	5-8	5

MANAGEMENT CRITERIA SUBTOTAL 11

HISTORY & EXPERIENCE CRITERIA		20 POINTS	
<b>A.</b>	<b>Experience</b>	<b>0-7 Points</b>	
1.	Vendor has provided no service to public entity	0	
2.	Vendor has provided similar services to public entity	1-3	
3.	Vendor provided similar services to more than one public entity	4-7	6

<b>B.</b>	<b>Record of Reliability and Quality Control</b>	<b>0-7 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-3	
3.	Track record is well documented	4-7	6

<b>C.</b>	<b>Vendor's Documented Industry or Program Experience</b>	<b>0-6 Points</b>	
1.	Limited directly related projects/no references	0	
2.	Some similar projects & demonstrated success	1-3	
3.	Numerous similar projects with proven success	4-6	6

HISTORY & EXPERIENCE CRITERIA SUBTOTAL ~~29~~ 18

NAME OF PROPOSER

Susan Bizchoff

QUALIFICATION & EXPERIENCE OF PERSONNEL CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Professional Staff Qualification</b>	<b>0-7 Points</b>	
1.	No experience. Minimal training in Recording and Transcription	0	
2.	Some experience. Some training in Recording and transcription	1-3	
3.	Prior document management experience & Recording and Transcription	4-7	6

<b>B.</b>	<b>Documentation of Experience in Performing Similar Work</b>	<b>0-7 Points</b>	
1.	Limited or no documented	0	
2.	Extensive Recording and Transcription experience fairly well documented	1-3	
3.	Exceptional Recording and Transcription experience & well documented	4-7	6

<b>C.</b>	<b>Adequacy of training to enable staff to operate the Management Plan</b>	<b>0-6 Points</b>	
1.	Minimum training, staff will have to self-teach	0	
2.	Moderate training with minimal reliance on self-training	1-3	
3.	Extensive training	4-6	5

QUALIFICATIONS & EXPERIENCE OF PERSONNEL CRITERIA SUBTOTAL 17

NAME OF PROPOSER

Susan Bischoff



COST CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Cost Comparison</b>	<b>0-15 Points</b>	
1.	Less competitive	0-4	
2.	Competitive	5-9	
3.	Most competitive	10-15	<u>10</u>

<b>B.</b>	<b>Vendors Financial Strength &amp; Financial Resources</b>	<b>0-5 Points</b>	
1.	Evidence of poor financial strength and/or resources	0	
2.	Good/average financial strength and/or resources documented	2-3	<u>3</u>
3.	Financial strength and resources well documented	4-5	

COST CRITERIA SUBTOTAL 13

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NAME OF PROPOSER

Susan Bischoff

**TOTAL EVALUATION CRITERIA RESULTS**

NAME OF PROPOSER

		TOTAL POINTS
TECHNICAL CRITERIA	25 POINTS	20
MANAGEMENT CRITERIA	15 POINTS	18
HISTORY & EXPERIENCE CRITERIA	20 POINTS	17
QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA	20 POINTS	13
COST CRITERIA	20 POINTS	69
GRANT TOTAL	100 POINTS	

# COUNTY OF ESSEX EVALUATION CRITERIA

## PROPOSALS FOR RECORDING AND TRANSCRIPTION SERVICES

TECHNICAL CRITERIA		25 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Demonstrate Clear Understanding</b>	<b>0-9 Points</b>	
1.	Does not demonstrate a clear understanding	0	
2.	Proposal points are adequately defined	1-4	4
3.	Proposal is clear, readable and is precise	5-9	

<b>B.</b>	<b>Completeness &amp; Responsiveness to Req. for Proposal</b>	<b>0-8 Points</b>	
1.	Does not comply with major requirements	0	
2.	Proposal additionally absent some non-critical points	1-5	
3.	Proposal complete and responsive	6-8	7

<b>C.</b>	<b>Innovative and Latest Technology</b>	<b>0-4 Points</b>	
1.	Proposal uses some current technology	0-1	1
2.	Complies substantially with technical specifications	2-3	
3.	Proposal complies with specifications	4	

<b>D.</b>	<b>Documented Past Performance</b>	<b>0-4 Points</b>	
1.	Not adequately documented	0	0
2.	Average, documentation provided	1-2	
3.	Track record is well documented	3-4	

TECHNICAL CRITERIA SUBTOTAL 12

NAME OF PROPOSER

Susan Bischoff

MANAGEMENT CRITERIA		15 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Scheduling Timeline</b>	<b>0-7 Points</b>	
1.	Ability to meet schedule is not documented	0	
2.	Ability to meet timeline is documented	1-7	2

		VALUE	SCORE
<b>B.</b>	<b>Complete &amp; Responsive Management Plan</b>	<b>0-8 Points</b>	
1.	Not demonstrated	0	
2.	Plan is average	1-4	4
3.	Plan is sound & detailed	5-8	

MANAGEMENT CRITERIA SUBTOTAL 6

HISTORY & EXPERIENCE CRITERIA		20 POINTS	
<b>A.</b>	<b>Experience</b>	<b>0-7 Points</b>	
1.	Vendor has provided no service to public entity	0	
2.	Vendor has provided similar services to public entity	1-3	3
3.	Vendor provided similar services to more than one public entity	4-7	

<b>B.</b>	<b>Record of Reliability and Quality Control</b>	<b>0-7 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-3	1
3.	Track record is well documented	4-7	

<b>C.</b>	<b>Vendor's Documented Industry or Program Experience</b>	<b>0-6 Points</b>	
1.	Limited directly related projects/no references	0	
2.	Some similar projects & demonstrated success	1-3	3
3.	Numerous similar projects with proven success	4-6	

HISTORY & EXPERIENCE CRITERIA SUBTOTAL 7

NAME OF PROPOSER

Susan Bischoff

QUALIFICATION & EXPERIENCE OF PERSONNEL CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Professional Staff Qualification</b>	<b>0-7 Points</b>	
1.	No experience. Minimal training in Recording and Transcription	0	
2.	Some experience. Some training in Recording and transcription	1-3	
3.	Prior document management experience & Recording and Transcription	4-7	4

<b>B.</b>	<b>Documentation of Experience in Performing Similar Work</b>	<b>0-7 Points</b>	
1.	Limited or no documented	0	
2.	Extensive Recording and Transcription experience fairly well documented	1-3	3
3.	Exceptional Recording and Transcription experience & well documented	4-7	

<b>C.</b>	<b>Adequacy of training to enable staff to operate the Management Plan</b>	<b>0-6 Points</b>	
1.	Minimum training, staff will have to self-teach	0	0
2.	Moderate training with minimal reliance on self-training	1-3	
3.	Extensive training	4-6	

QUALIFICATIONS & EXPERIENCE OF PERSONNEL CRITERIA SUBTOTAL 7

NAME OF PROPOSER

Susan Bischoff

**TOTAL EVALUATION CRITERIA RESULTS**

<b>NAME OF PROPOSER</b>	<i>SUSAN BISCHOFF</i>
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		TOTAL POINTS
TECHNICAL CRITERIA	25 POINTS	13
MANAGEMENT CRITERIA	15 POINTS	<del>10</del> 6
HISTORY & EXPERIENCE CRITERIA	20 POINTS	7
QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA	20 POINTS	7
COST CRITERIA	20 POINTS	5
GRANT TOTAL	100 POINTS	37

# COUNTY OF ESSEX EVALUATION CRITERIA

## PROPOSALS FOR RECORDING AND TRANSCRIPTION SERVICES

TECHNICAL CRITERIA		25 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Demonstrate Clear Understanding</b>	<b>0-9 Points</b>	
1.	Does not demonstrate a clear understanding	0	
2.	Proposal points are adequately defined	1-4	
3.	Proposal is clear, readable and is precise	5-9	<b>6</b>

<b>B.</b>	<b>Completeness &amp; Responsiveness to Req. for Proposal</b>	<b>0-8 Points</b>	
1.	Does not comply with major requirements	0	
2.	Proposal additionally absent some non-critical points	1-5	<b>5</b>
3.	Proposal complete and responsive	6-8	

<b>C.</b>	<b>Innovative and Latest Technology</b>	<b>0-4 Points</b>	
1.	Proposal uses some current technology	0-1	<b>1</b>
2.	Complies substantially with technical specifications	2-3	
3.	Proposal complies with specifications	4	

<b>D.</b>	<b>Documented Past Performance</b>	<b>0-4 Points</b>	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-2	<b>2</b>
3.	Track record is well documented	3-4	

TECHNICAL CRITERIA SUBTOTAL 14

NAME OF PROPOSER

S. Bisc Hoff

MANAGEMENT CRITERIA		15 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Scheduling Timeline</b>	0-7 Points	
1.	Ability to meet schedule is not documented	0	0
2.	Ability to meet timeline is documented	1-7	

		VALUE	SCORE
<b>B.</b>	<b>Complete &amp; Responsive Management Plan</b>	0-8 Points	
1.	Not demonstrated	0	
2.	Plan is average	1-4	
3.	Plan is sound & detailed	5-8	5

MANAGEMENT CRITERIA SUBTOTAL 5

HISTORY & EXPERIENCE CRITERIA		20 POINTS	
<b>A.</b>	<b>Experience</b>	0-7 Points	
1.	Vendor has provided no service to public entity	0	
2.	Vendor has provided similar services to public entity	1-3	2
3.	Vendor provided similar services to more than one public entity	4-7	

<b>B.</b>	<b>Record of Reliability and Quality Control</b>	0-7 Points	
1.	Not adequately documented	0	
2.	Average, documentation provided	1-3	3
3.	Track record is well documented	4-7	

<b>C.</b>	<b>Vendor's Documented Industry or Program Experience</b>	0-6 Points	
1.	Limited directly related projects/no references	0	
2.	Some similar projects & demonstrated success	1-3	2
3.	Numerous similar projects with proven success	4-6	

HISTORY & EXPERIENCE CRITERIA SUBTOTAL 7

NAME OF PROPOSER

S. Bischoff



QUALIFICATION & EXPERIENCE OF PERSONNEL CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Professional Staff Qualification</b>	<b>0-7 Points</b>	
1.	No experience. Minimal training in Recording and Transcription	0	
2.	Some experience. Some training in Recording and transcription	1-3	3
3.	Prior document management experience & Recording and Transcription	4-7	

<b>B.</b>	<b>Documentation of Experience in Performing Similar Work</b>	<b>0-7 Points</b>	
1.	Limited or no documented	0	
2.	Extensive Recording and Transcription experience fairly well documented	1-3	3
3.	Exceptional Recording and Transcription experience & well documented	4-7	.

<b>C.</b>	<b>Adequacy of training to enable staff to operate the Management Plan</b>	<b>0-6 Points</b>	
1.	Minimum training, staff will have to self-teach	0	
2.	Moderate training with minimal reliance on self-training	1-3	3
3.	Extensive training	4-6	

QUALIFICATIONS & EXPERIENCE OF PERSONNEL CRITERIA SUBTOTAL 9

NAME OF PROPOSER

S. Bischoff

COST CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Cost Comparison</b>	<b>0-15 Points</b>	
1.	Less competitive	0-4	
2.	Competitive	5-9	
3.	Most competitive	10-15	<b>15</b>

<b>B.</b>	<b>Vendors Financial Strength &amp; Financial Resources</b>	<b>0-5 Points</b>	
1.	Evidence of poor financial strength and/or resources	0	<b>0</b>
2.	Good/average financial strength and/or resources documented	2-3	
3.	Financial strength and resources well documented	4-5	

COST CRITERIA SUBTOTAL **15**

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NAME OF PROPOSER

S. Bischoff

**TOTAL EVALUATION CRITERIA RESULTS**

<b>NAME OF PROPOSER</b>	<b>S. Buschhoff</b>
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		TOTAL POINTS
TECHNICAL CRITERIA	25 POINTS	14
MANAGEMENT CRITERIA	15 POINTS	5
HISTORY & EXPERIENCE CRITERIA	20 POINTS	7
QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA	20 POINTS	9
COST CRITERIA	20 POINTS	15
GRANT TOTAL	100 POINTS	50

COST CRITERIA		20 POINTS	
		VALUE	SCORE
<b>A.</b>	<b>Cost Comparison</b>	<b>0-15 Points</b>	
1.	Less competitive	0-4	
2.	Competitive	5-9	5
3.	Most competitive	10-15	

<b>B.</b>	<b>Vendors Financial Strength &amp; Financial Resources</b>	<b>0-5 Points</b>	
1.	Evidence of poor financial strength and/or resources	0	0
2.	Good/average financial strength and/or resources documented	2-3	
3.	Financial strength and resources well documented	4-5	

COST CRITERIA SUBTOTAL 5

NAME OF PROPOSER

Susan Bischoff