

From: [Brian Baker](#)
To: ["Susan Adkins"](#)
Cc: [Terry Muralt](#)
Subject: 2017 Parade Consultant RFP
Date: Thursday, March 23, 2017 4:52:53 PM
Attachments: [Parade Consultant Evaluation Scores.xlsx](#)
[image001.png](#)

Dear Proposers,

The City would like to thank you for submitting a proposal in response to the RFP for the Event Coordinator for Beaverton Celebration Parade. The evaluation team have completed their evaluation. This is the City's official notice to award a contract to Class Act, Event Coordinators, Inc.

Attached is the evaluation scoring sheet. If you have any questions please contact me.

Thanks,

Brian

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For information on upcoming community events visit www.BeavertonOregon.gov/events
Need a special event permit? Visit www.BeavertonOregon.gov/SpecialEventPermit



Parade Consultant Scores

| Class Act | Reviewer #1 | Reviewer #2 |
|--|--------------------|--------------------|
| Experience & Qualifications (20 points max) | 20 | 20 |
| Project Approach & Understanding (20 points max) | 20 | 20 |
| Demonstrated capability to meet the City's time requirements (28 points max) | 28 | 28 |
| M/W/SDV/ESB Program (12 points max) | 0 | 0 |
| Relevant Experience and References (10 points max) | 10 | 10 |
| Cost (10 points max) | 10 | 10 |
| TOTAL | 88 | 88 |

Total Average Score

88