

MEMORANDUM

TO: File

FROM: Roary Snider, Chief of Staff *RS*  
 Lisa Cheshire, HR Administrator  
 Leah Lamontagne, AP/Payroll and Benefits Coordinator *Leah*

DATE: August 18, 2016

RE: RFP1516-014AO

After independently reviewing, calling and e-mailing references, and commenting on each of the eight responses, the committee met to discuss the bids and award the contract on August 18, 2016 at 10:00 a.m. The committee members consisted of Roary Snider, Chief of Staff, Lisa Cheshire, HR Administrator, and Leah Lamontagne, AP/Payroll and Benefits Coordinator.

Seven responses were received to the RFP. The responses were ranked as shown below:

FIRM	RANKING			SCORE
	Snider	Cheshire	Lamontagne	
Abelita LLC				
CBIZ Compensation Consulting Services				
Cody & Associates Inc.	1	3	1	7
Diamond Consulting Group				
Dynamic Corporate Solutions Inc.	3	2	3	4
Evergreen Solutions LLC		1	2	5
Management Advisory Group International Inc.				
Paypoint HR LLC	2			2

The firms ranked 1 received 3 points, ranked 2 received 2 points, ranked 3 receive 1 point. (firms with no ranking receive 0 points.)

The bid was awarded to Cody and Associates, Inc.