



TOWN OF PALM BEACH
MEMORANDUM

DATE: May 14, 2018

TO: Danielle Olson, Director of Human Resources

FROM: Dean Mealy, Purchasing Manager 

SUBJECT: Final Ranking – RFP No. 2018-25 Employee Service Award Program

The Town received proposals from three (3) respondents with one of these being non-responsive. On April 24, 2018, the Selection Committee met to consider the submittals. All members of the committee listed below were present:

Selection Committee Members:

Danielle Olson – Human Resources Director
Mary McQuaig – Finance
Kendall Reyes – Police Department/Fire Rescue
Mike Roach – Public Works
John Lindgren – Planning, Zoning & Building
Dawn Helton – Recreation
Pat Gayle-Gordon – Town Clerk's Office

Advisors and Facilitators (Non-Voting):

Duke Basha – Assistant Purchasing Agent (Non-Voting)
Eugene M. Bitteker – Buyer (Non-Voting)
John Cmar – Purchasing Coordinator (Non-Voting)

The Committee agreed by consensus to shortlist two (2) firms – Eagle Recognition and MTM Recognition Corp. On May 14, 2018, the Selection Committee heard presentations and interviews with the shortlisted companies. All members of the Committee were present except Dean Mealy sat in for Duke Basha (non-voting). After thorough consideration of the two (2) companies, the Selection Committee arrived at a final ranking as follows:

1. Eagle Recognition
2. MTM Recognition Corp.

It is the recommendation of the Selection Committee to negotiate a contract with Eagle Recognition for the Employee Service Awards Program. If negotiations are unsuccessful, the Town will commence contract negotiations with the second-ranked firm.

Cc: File: RFP No. 2018-25
John Randolph, Town Attorney
Selection Committee Members