

John Galusha, Chairman
Arica Andreatta, Commissioner
Karl Sporleder, Commissioner



HUERFANO COUNTY GOVERNMENT PROCUREMENT MEMORANDUM

Date: December 19, 2023
To: Huerfano County Board of County Commissioners
From: Carl Young, County Administrator
Re: Huerfano County Solicitation #2023-06: Retail Business Incubator Consulting Services

Attachments: RFP; Frontdoor Back Retail Store Design Revised Proposal

Summary: On August 28th Huerfano County released RFQ 2023-06 seeking proposals from qualified firms of retail and online sales consultants to provide technical assistance to program participants at the Wheelhouse, a retail business incubator and makerspace operated by Huerfano County Economic Development Inc. with support from Huerfano County and a U.S. Economic Development Administration grant. The Committee was comprised of members of the Wheelhouse Business Incubator Management Team. I request you approve the award as recommended to Frontdoor Back and authorize the Chair to sign the final contract.

Requested Motion/Action:

Motion to approve the award for the Retail Business Incubator Consulting Services RFP 2023-06 to Frontdoor Back and

Background: On August 28th Huerfano County released RFQ 2023-06 seeking proposals from qualified firms of retail and online sales consultants to provide technical assistance to program participants at the Wheelhouse, a retail business incubator and makerspace operated by Huerfano County Economic Development Inc. with support from Huerfano County and a U.S. Economic Development Administration grant. The following criteria were used for ranking of most qualified respondent:

Criteria	Points
Experience and Reputation	25 Points
Personnel and Qualifications	20 Points
Understanding and Approach	25 Points
Reasonableness of Costs/Price Proposals	20 Points
Overall Evaluation of Capabilities and Ability to Provide Required Services	10 Points
Total	100 Points

The Solicitation closed on September 29, 2023 and having received seven submissions the Committee reviewed the proposals on October 2, 2023 and decided to interview 4 finalists. Interviews were held on October 16, 2023. The final scores for each submission were as follows:

Rank	Respondent	Score
1	Frontdoor Back	95
2	Cahan and Company	90
3	Propeller	90

4	Stingray Advisory Group	75
5	Geek Pack	55
6	The Cannon	50
7	Roads Consulting Group	40

In keeping with the scores, I recommend the award to Frontdoor Back.

Signature of the Chair

Approved

Approved with Changes

Denied