



## Award Recommendation Letter

### Recommendation of Selection for RFP-2025-100, Office Products

Based on the evaluation of responses to Request for Proposal (“RFP”) RFP-2025-100, Office products, it is the evaluation team’s recommendation that **W.B. Mason Company, Inc.**, be selected to begin contract negotiations. AFI received four proposals from the following vendors to the RFP by the deadline.

- **Alliance Veteran Business Group**
- **Lakeshore Learning Materials, LLC**
- **The Office Pal**
- **W.B Mason Company, Inc.**

The proposal was evaluated and scored according to the published process outlined on page 12 “Proposal Evaluation” of the RFP by the evaluation committee. The final scorecard is as follows:

<b>Vendor Name</b>	<b>Total 100pts</b>	<b>Qualifications and Experience 20pts</b>	<b>Capabilities 30pts</b>	<b>Value Added Features 10pts</b>	<b>Price 40pts</b>
W.B. Mason Co	73	15	24	6	28
The Office Pal	66	17	19.50	5.50	24
Lakeshore Learning Materials LLC	64.50	16	21	7.50	20
Alliance Veteran Business Group	62.50	10	22.50	8	22

### Award Summary

The evaluation committee has completed its review of all vendor proposals submitted in response to RFP-2025-100, Office products. By signing below the AFI representative approves the recommendation of the evaluation committee and authorizes appropriate staff of AFI, or its designee as directed by AFI staff, to issue a Notice of Intent to Negotiate to each awarded vendor. Upon successful negotiations, a master agreement will be finalized and signed by the awarded vendor and Alliance for Innovation.

Accepted by: Troy Riggs