City of Phoenix
HUMAN SERVICES DEPARTMENT

PUBLIC NOTIFICATION OF AWARD RECOMMENDATION

AWARD NOTICE DATE: February 3, 2023

SOLICITATION NUMBER: RFQu-22-BWDD-61

SOLICITATION TITLE: Professional Resume Development & Related Services

SOLICITATION DUE DATE: January 31, 2023

Recommendation

Proposals received in response to the above referenced solicitation have been evaluated. The Procurement Officer recommends the following offerors be placed on the Human Services Department Qualified Vendors List:

- Arizona Treasured Family Services
- Thomas Resources

Evaluation

All offers were evaluated by the Procurement Officer. Offers were evaluated based on the following criteria:

- At least three years' experience of professional resume writing experience
- The City prefers Offerors have one of the following certifications, but this is not a mandatory requirement:
    - Certified Employment Interview Consultant
    - Certified Job and Career Transition Coach
    - Certified Professional Resume Writer
    - Certified Resume Writer
    - Credentialed Career Master
    - Nationally Certified Resume Writer
- Offeror(s) proposing to conduct workshops must have a minimum of 3 years' experience conducting workshops geared toward assisting job seekers in securing employment.

Procurement File

The procurement file for this solicitation is available as of the date of this notice and may be viewed at the Human Services Department Procurement Section. Please contact the Procurement Officer listed below if you wish to access this file.

Transparency Policy

As set forth in the solicitation, offerors are reminded that the City's Transparency Policy governing communications between offerors (and their representatives) and City of Phoenix executives remains in effect through the date of City Council Award. Offerors wishing to communicate with members of the City

Council, the Mayor or other city executives regarding this solicitation shall direct all such requests through the Procurement Officer identified below.

<u>Procurement Officer</u>

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