

MEMORANDUM

DATE: September 12, 2025

RE: Award Justification – Technology Acquisition and Professional IT Services (TAPS),
Solicitation No. 24COR-018GR

APosteriori, LLC on behalf of CoreTrust issued a solicitation for Technology Acquisition and Professional IT Services for the lead agency, Town of Greece (New York). This memo provides an overview of the evaluation and scoring process conducted for the above-referenced solicitation, which is currently proceeding toward award.

Proposal Receipt and Initial Review:

Only two (2) proposals were received by the submission date and time. The proposals were checked for responsiveness and completeness in accordance with the solicitation requirements.

Non-Participation of Vendor Community:

ODP Business Solutions and Carahsoft were the only bidders who submitted a proposal.

Sean Carroll collaborated with CoreTrust to receive responses from the vendor community for the no-bid reasons. Twenty-six (26) vendors received notification of solicitation release. Six (6) vendors intended to attend the pre-bid conference; only two (2) vendors intended to bid.

In some cases, the vendor already had a cooperative contract. In the other cases, the vendors stated the solicitation was either not a good fit or their resources were dedicated to other solicitations. Most bidders received emails, voicemails and other reminders, but they did not respond.

Please refer to the Technology Acquisitions & Services – Sourcing Workbook.

Award Justification and Conclusion:

The recommended awardee for this solicitation is Carahsoft.

Carahsoft, received a composite technical score of 195.5 and a composite financial score of 29.93. Their final total score was 225.43.

The recommended awardee ODP Business Solutions received a composite technical score of 219.5 and a composite financial score of 89.91. Their final total score was 309.41.

ODP Business Solutions was more attentive to detail with regard to the specific questions posed in the technical proposal. Furthermore, they offered far more advantageous pricing than Carahsoft as evidenced by each bidder's composite financial score.

However, ODP Business Solutions was disqualified due to failure to meet the following requirement of the Solicitation:

Solicitation, Appendix B, Section F, 11.4 Manufacturer Authorization Letters: *Qualified Bidders shall submit Manufacturer Authorization Letters in a searchable format (.docx or .pdf) to be maintained in a document library by CoreTrust.*

ODP Business Solutions stated in clarification they would not be able to provide all Manufacturer Authorization Letters; they offered a sampling and then a letter from technology distributor, Ingram Micro, demonstrating authorization from them to sell all 1.5 million products and associated Manufacturers.

The evaluation team determined that the Ingram Micro letter does not meet the definition of a Manufacturer Authorization Letter as defined in the **Solicitation, Appendix B, Section F, 11.3 Definitions:** *A document signed by an officer of a Manufacturer company who is authorized to sign on behalf of the company. The Manufacturer Authorization Letter provides proof that the Contractor has a relationship with the Manufacturer and is authorized to sell the Manufacturer's products.*

ODP Business Solutions received a final opportunity to clarify whether or not they can provide Manufacturer Authorization Letters; they were unable to meet this requirement.

Therefore, Carahsoft became the default awardee.

Our evaluation team recommends offering Carahsoft an intent to award, conditional upon curing specific customer service and 24COR-018GR Pricing Pages deficiencies noted in the review.

All scoring documentation and evaluation notes are maintained on file for audit and transparency purposes.