

**REQUEST TO WAIVE  
PRESENTATION/INTERVIEW (ORAL) EVALUATION**

**DATE:** June 8, 2021

**TO:** Procurement Manager, Doug Drymon

**FROM:** Neighborhood Improvement  
Requesting Department

**PROJECT TITLE:** Legal Assistance for Eviction Prevention

**RFP #:** HOUS-210039-GD

**REASON FOR REQUEST TO WAIVE ORAL PRESENTATION INTERVIEW:**

This solicitation received only one bid. There were 6 plan holders. The bid received was highly responsive and graded accordingly. Procurement conducted a survey to find out why other planholders did not bid and discovered that they did not have enough time to respond – not because the City did not give them enough time, but because they got started too late. Other vendor did not understand the RFP, but did not attend the pre-bid meeting or write in any questions for clarification. The Evaluation team is very comfortable with the vendor that did bid and would like to make a recommendation of award without conducting oral presentations.

**SIGNED BY:** *J.S. Richardson* 6/9/2021  
J.S. Richardson 6/9/2021 (Jun 9, 2021 14:25 EDT)  
Department Director

**APPROVED:** *J. Douglas Drymon*  
J. Douglas Drymon (Jun 14, 2021 09:02 EDT)  
Procurement Manager

**DISAPPROVED:** \_\_\_\_\_  
Procurement Manager

Date Approved/Disapproved Jun 14, 2021

Send a fully executed copy of this form to Gayle Dykeman, via email attachment, [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)

# 210039 Waive Oral\_1

Final Audit Report

2021-06-14

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