



CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: March 31, 2011

FROM: John McDonough, City Manager

AGENDA ITEM: Source Selection Recommendation for 12-035FIN1, Financial Services for the City of Sandy Springs

MEETING DATE: For Submission onto the April 5, 2011, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Source Evaluation Memorandum
Resolution

APPROVAL BY CITY MANAGER:

A handwritten signature in blue ink, appearing to be "J.M.", written over a horizontal line.

APPROVED

NOT APPROVED

PLACED ON AGENDA FOR:

A handwritten date "4/5/11" in blue ink, written over a horizontal line.

CITY ATTORNEY APPROVAL REQUIRED:

() YES

() NO

CITY ATTORNEY APPROVAL:

A handwritten signature in blue ink, appearing to be "S.M.", written over a horizontal line.

REMARKS:



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: March 31, 2011 for submission on the Agenda of the April 5, 2011 City Council Meeting

ITEM: Source Selection Recommendation for 12-035FIN1, Financial Services for the City of Sandy Springs

Background

The City of Sandy Springs issued Solicitation 12-035FIN1, Financial Services on December 15, 2010 to request proposals from offerors to provide Financial Services to the City.

Discussion

See attached Source Evaluation Memorandum.

Alternatives

Council could choose not to award a contract.

Financial Impact

See attached Source Evaluation Memorandum.

Attachment

1. Source Evaluation Memorandum.
2. Resolution.

*City
Manager*



SOURCE EVALUATION MEMORANDUM

Solicitation Number: 12-035FIN1

Financial Services for the City of Sandy Springs, Georgia

1. This procurement was conducted using the Performance Price Trade-off procedures described in Section M of the solicitation. As the Chairman of the Source Selection Evaluation Team (SSET) for this acquisition, I carefully considered the findings of the Capabilities and Approaches, Performance Confidence and Cost/Price evaluation panels and, in conjunction with the panel chairs, have determined the proposal submitted by Severn Trent Services, Inc. (Severn Trent) provides the best overall value to satisfy the City of Sandy Springs's Financial Services requirement. This decision is based on the criteria established in Section M of the solicitation, the panels' assessments of Severn Trent's capability to provide the subject services, confidence in their ability to perform the requirements and the proposed price.

2. Evaluation Process. Section M of the solicitation set forth the following areas for evaluation: technical acceptability, performance confidence and cost/price. Offerors' Capabilities and Approaches Proposals were evaluated for technical acceptability against both General (Factor 1) and Task Specific (Factor 2) requirements and assigned ratings of "Acceptable", "Reasonably Susceptible of being made Acceptable" and "Unacceptable". Offerors' Performance Confidence Proposals were evaluated based on: a) the description of past and present performance provided by the offeror, b) questionnaire responses provided by the offeror's references and c) data independently obtained from other sources. The offeror's ability to perform the effort described in the RFP was assessed and the proposal was assigned an overall confidence rating of "Substantial", "Satisfactory", "Limited" or "No" confidence. Offeror's Cost/Price Proposals were evaluated for reasonableness and realism and ranked based on the original submission cost/price and Final Proposal Revisions (FPR) cost/price, as applicable.

3. Best Value Award. Under the Performance Price Trade-off procedure, if the lowest priced evaluated technically acceptable proposal is judged to have a "Substantial Confidence" performance confidence assessment, that offer represents the best value for the City and receives the SSET's award recommendation. If the lowest priced offer is judged to have a performance confidence assessment of "Satisfactory Confidence" or lower, the SSET bases its award recommendation on an integrated best value assessment of considering performance confidence and cost/price.

4. Proposal Receipt. Financial Services proposals were received on Thursday, February 3, 2011 and Friday, February 4, 2011 from two offerors: CGA/JAT Joint Venture, LLC. and Severn Trent Services, Inc. The proposals were examined for compliance with the solicitation submittal instructions and compliance issues were documented. A random selection procedure was used to determine the order in which the proposals were evaluated for technical acceptability with the following results:

Offer A – CGA/JAT Joint Venture, LLC.
Offer B – Severn Trent Services

*City
Manager*

5. CGA/JAT Joint Venture, LLC. – This offeror’s Capabilities and Approaches proposal, Task Specific Requirements section, exceeded the page limitation specified in the RFP and did not present information addressing two evaluation subfactors. Their Cost/Price Proposal did not present the cost/price narrative required by the RFP. The offeror was given an opportunity to correct these deficiencies. Their response minimally addressed the Capabilities and Approaches Proposal deficiencies and unacceptably addressed the cost/price narrative deficiency. The submittal was judged to be non-responsive. The offeror’s Performance Confidence Proposal demonstrated the joint venture partners’ ability to perform the requirement and was assigned a “Satisfactory” performance confidence assessment. However, the offeror’s proposed price, an amount almost twice the City’s independent estimate, coupled with their non-responsive cost/price narrative, eliminated CGA/JAT from further consideration.

6. Severn Trent Services, Inc. – This offeror’s Capabilities and Approaches Proposal presented a sound approach to perform the work, but presented an organizational approach and a key position that were inconsistent with the City’s requirement. The offeror was given an opportunity to correct these deficiencies. Their response met the requirement and their Capabilities and Approaches Proposal was judged to be “Acceptable.” The offeror’s Performance Confidence Proposal demonstrated Severn Trent’s ability to perform the requirement and was assigned a “Satisfactory” performance confidence assessment. Their Cost/Price Proposal presented a competitive price supported by a responsive cost/price narrative. In their initial submittal, Severn Trent took exception to certain terms and conditions of the model contract. The offeror was given an opportunity to correct this deficiency. Severn Trent accepted the City’s terms and conditions and submitted an executed model contract without revisions.

7. Evaluation Results. The following table shows the results of the evaluation:

Offeror	Technical Acceptability	Cost	Performance Confidence
Severn Trent Services, Inc.	Acceptable	\$1,593,181	Satisfactory
CGA/JAT Joint Venture, LLC.	Non-responsive	\$2,946,529	Satisfactory

8. In summary, based on the assessment of proposals described herein, it is the SSET’s recommendation that the proposal submitted by Severn Trent Services, Inc. represents the best value to the City of Sandy Springs.

9. In addition to the Year One Task Order price referenced in paragraph 7 above, I recommend a contract be awarded to Severn Trent Services, Inc. for the Phase-In period beginning April 15, 2011 and ending June 30, 2011 in the amount of \$77,864.

John McDonough
City Manager and Chairman, Source Selection Evaluation Team
March 31, 2011

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March 31, 2011

STATE OF GEORGIA
COUNTY FULTON

**A RESOLUTION TO AUTHORIZE AWARD OF CONTRACT
AND TASK ORDER IN CONNECTION WITH THE CITY'S
SOLICITATION FOR FINANCIAL SERVICES**

WHEREAS, the City of Sandy Springs ("City") currently has a contract with a vendor for financial services ("Contract"), which will expire June 30, 2011; and

WHEREAS, in anticipation of the expiration of the Contract, the City issued a request for proposals for financial services, dated December 15, 2010, and received proposals from various vendors; and

WHEREAS, the proposals were evaluated by the Source Selection Evaluation Team ("SSET"), consistent with criteria established by the terms of the request for proposals, to determine the best overall value for the City and its residents; and

WHEREAS, as the result of its evaluation, the SSET has provided its Source Evaluation Memorandum, in the form attached to this resolution, presenting the results of its evaluation for financial services and recommending: (a) a contract award to Severn Trent Services, Inc.; (b) a task order award to Severn Trent Services, Inc. for the first year, beginning July 1, 2011, in the amount of \$1,593,181; and (c) an award to Severn Trent Services, Inc. in the amount of \$77,864 for the phase-in period for financial services, beginning April 15, 2011 and ending June 30, 2011; and

WHEREAS, the City desires to make such awards based on the recommendations of the SSET consistent with the attached Source Evaluation Memorandum;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy Springs, Georgia while in regular session on April 5, 2011 at 6:00 p.m. as follows:

1. Severn Trent Services, Inc. is hereby awarded:
 - (a) A contract for financial services;
 - (b) The first year task order for financial services, beginning July 1, 2011, in the amount of \$1,593,181; and
 - (c) Costs for phase-in for financial services, beginning April 15, 2011 and ending June 30, 2011, in the amount of \$77,864;
2. The City Manager and appropriate City officials are hereby authorized to take any and all actions necessary to effectuate the intent of this resolution.

APPROVED AND ADOPTED this the 5th day of April, 2011.

Approved:

Eva Galambos, Mayor

Attest:

Michael Casey, City Clerk

(Seal)