



To: John McDonough, City Manager

From: Wendell Willard, City Attorney

Date: July 7, 2010

Description: Contract for Acquisition Support Services to Assist with the Procurement of General Government Services

City Attorney's Office Recommendation:

The evaluation committee recommends that the City Manager approve the General Government Services Acquisition Support consulting agreement with PTSI / Glenn Kempf, LLC.

Background:

This agreement will provide support in the area of acquisition of services for all phases of the City's general government services procurement process. PTSI / Glenn Kempf, LLC will be providing support specifically in the area of conceptualizing the procurement process for the acquisition of general government services including development of requests for proposal (RFP), RFP evaluation criteria, contract award, and contract development.

Discussion:

A Request for Qualifications and sealed cost proposals was posted on the City website, the Georgia Procurement Registry, in the Georgia Dodge Room, and sent to ten (10) vendors who are prequalified to provide public works services. The City received five proposals, four of which were determined to be responsive.

The evaluation committee consisted of Noah Reiter (Assistant City Manager), Wendell Willard (City Attorney), and James Burgess, a former Executive Director of the Georgia Municipal Association and current Mayor of Social Circle, Georgia. Each committee member independently reviewed the written proposals and scored them out of a possible 100 points (30 for qualifications and experience of proposed staff firm's experience / 25 for project approach and methodology / 25 for firm's government experience / 20 for techniques and capabilities). The committee member's scores were tallied, averaged, and given a weighting of 35% of the total score.

All four firms were invited to participate in oral presentations to the committee on July 6, 2010. The presentations were scored out of a possible 100 points (same breakdown as the evaluation of the written proposals). The committee member's scores were tallied,

averaged and given a weighting of 35% of the total score.

The sealed cost proposals from these three firms were then opened and assigned point values to equal 30% of the total score. The least expensive firm was awarded 100 points, and the other two firms were awarded the number of points proportional to their cost compared with the least expensive firm.

When all three elements of the evaluation – written proposals, oral presentations, and cost – were taken into consideration, **PTSI / Glenn Kempf, LLC placed the highest of the four responsive firms.**

Alternative:

Award the contract to either a less qualified or more expensive firm.

Financial Impact:

The hourly and not to exceed costs of this engagement are still being negotiated with PTSI / Glenn Kempf, LLC but are anticipated not to exceed \$250,000.

Impact:

The contract with PTSI / Glenn Kempf, LLC will provide the City with the resources necessary for ensuring the integrity, quality, and timeliness of its general government services procurement(s).

Attachments:

1. Request for Qualifications for Acquisition Support for General Government Services 10-Q612010

*City
Manager*



**REQUEST FOR QUALIFICATIONS
FOR
ACQUISITION SUPPORT FOR GENERAL GOVERNMENT SERVICES PROCUREMENT**

RFQ 10-Q612010

QUALIFICATIONS OPEN: June 7, 2010, 2:00 PM EST, one (1) original hard copy, one (1) PDF copy on CD. Submittals will not be accepted via e-mail or fax.

**Information concerning this solicitation may be found at:
<http://www.sandyspringsga.org>**

Our website will have RFQ, Q&A and any clarifications, schedule changes and other important information. **Bidders should check these electronic pages daily!**
Questions should be directed to City of Sandy Springs Purchasing, Tyra Little via e-mail to:
tyra@fearlessdata.com

Instructions to Proposers

All spaces below are to be filled in and Qualifications Letter on page two must be signed where indicated.
Failure to sign and return Qualifications Letter may cause rejection of the Qualifications.

Qualifications of:

Company Name: _____
Contact Name: _____
Address: _____
Telephone: _____ Facsimile: _____
E-Mail: _____

**Submit Information to:
City of Sandy Springs
Purchasing Office
7840 Roswell Road Suite 500
Sandy Springs, Georgia 30350**

From the issue date of this RFQ until a contractor is selected and the selection is announced, contractors are not allowed to communicate for any reason with any City Staff, Elected Officials, Contracted Employees except through the Purchasing Employee named herein. For violation of this provision, the City shall reserve the right to reject the Qualifications of the offending contractor. All questions concerning this RFQ must be submitted in writing (e-mail only) to the Purchasing Office. No questions other than those in writing will be accepted. No response other than written will be binding upon the City.



QUALIFICATION LETTER

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Qualification (RFQ) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFQ.

It is understood and agreed this proposal constitutes an offer, which when accepted in writing by Purchasing Office, City of Sandy Springs, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Sandy Springs.

It is understood and agreed that, as a Proposer, we have read the City's specifications shown or referenced in the RFQ and that this proposal is made in accordance with the provisions of such specifications. By the authorized signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Sandy Springs reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

SIGNATURE AND CERTIFICATION

(Bidder to sign and return with proposal)

On behalf of the Proposer, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, criminal sanctions, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

A. Introduction

The City of Sandy Springs (“City”) provides general government services to its citizens and businesses in a unique manner. Sandy Springs provides public works, community development, parks and recreation, code enforcement, court services, administrative services, information technology and communications through a public private partnership with a private company.

The City’s initial general government services contract is anticipated to terminate on June 30, 2011. In advance of June 30, 2011, the City intends to solicit bids for the provision of these services, with an anticipated award date no later than April 30, 2011. The City leadership still envisions a model based on a public-private partnership; however, the structure of the service contract(s) for the model has yet to be determined.

The intent of this Request for Qualifications (RFQ) is to evaluate the qualifications and experience of potential firms and/or consultants to assist the City in the process of developing and procuring contract(s) for the delivery of municipal services.

B. Project

A general overview of the anticipated steps regarding the contracting process is set out below. The final steps for contract procurement, and the scope of the consultant’s participation in the process, will be refined as part of the scope of work for this RFQ.

1. Analysis of City organization and preparation of various job descriptions for existing and proposed positions and services.
2. Analysis of potential methods of contracting and contract structures for delivery of City services incorporating performance measures to insure maximum accountability for the delivery of services.
3. Assist with preparation of timeline and benchmarks for contracting process. Assist with development of Requests for Proposals (“RFP”) and solicitation process. Attend all pre-proposal meetings, proposal meetings and council meetings. Assist with any required addendum and screening process.
4. Assist with structure of Evaluation Committee, development of evaluation criteria, and evaluation and award of the contract(s).

C. General Qualifications

1. Describe your and any proposed staff’s qualifications, experience and methodology for assisting the City in soliciting, evaluating, and awarding the above-described project.
2. Describe your and any proposed staff’s qualifications and experience with preparation of RFP’s which define specific services to be performed by a contractor or group of contractors.
3. Discuss your firm’s involvement with similar projects at the federal, state, and/or local government levels.
4. Describe attributes, special capabilities, techniques or resources that make your firm uniquely qualified to provide these services
5. Provide resumes or professional profiles of key personnel you would likely assign to this project



6. Provide a list of references for like projects within the past five (5) years
7. At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your qualifications and commitment

Proposals shall be submitted in a sealed envelope and should not exceed more than fifty (50) pages single sided.

The Contractor will submit one (1) original proposal and one (1) PDF of the proposal on CD.
The Cost Proposal shall not be placed on the CD.

All inquiries and questions regarding this RFQ should be directed to the City of Sandy Springs Purchasing, only and by Email. **Phone calls will not be accepted.**

Name: Tyra Little
Purchasing Department
City of Sandy Springs
Purchasing Office
7840 Roswell Road Suite 500
Sandy Springs, Georgia 30350
E-Mail: tyra@fearlessdata.com

Request for Qualification submittals are due June 7, 2010 at 2:00 p.m. Please enclose your information in an opaque envelope with the name of the project and number, **Acquisition Support for General Government Services Procurement RFQ 10-Q612010**, on the outside, and submit to the address below.

The City of Sandy Springs
Purchasing Division
7840 Roswell Road, Bldg. 500
Sandy Springs, Georgia 30350

CITY'S RIGHTS RESERVED

Issuance of the RFQ in no way constitutes a commitment by the City of Sandy Springs to award and execute a contract. Upon a determination any of the following actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- cancel or terminate this RFQ;
- reject any or all Statement of Qualifications received in response to this RFQ;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFQ which would not have significant impact on any Statement of Qualifications;
- not award if it is in the best interest of the City not to proceed with contract execution; or
- if awarded, terminate any contract if the City determines adequate City funds to continue are not available.
- Any Contractor selected to perform services to the City of Sandy Springs as contemplated, herein, shall not be qualified to submit bids for service contract (s), and this limitation shall apply to affiliated and subsidiary organizations.



Confidentiality

Proposer shall state with specificity those elements of its response that it considers confidential and/or proprietary. Failure to properly identify and mark confidential or proprietary information as specified in the following paragraph may result in information being deemed non-confidential, non-proprietary, and in the public domain. Neither a proposal in its entirety, nor proposed prices shall be considered confidential and proprietary.

Notwithstanding the foregoing, Proposer is hereby notified that any and all materials submitted in response to this RFQ are subject to the provisions of the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.). The City of Sandy Springs' receipt, review, evaluation or other act, or omission, concerning any such information shall not create an acceptance by the City of any obligation or duty to prevent the disclosure of any such information except as required by the Open Records Act. Proposers who submit information which they believe should be exempt from disclosure under the Open Records Act shall clearly mark each document as confidential, proprietary, or exempt, and state the legal basis for the asserted exemption with supporting citation to the Official Code of Georgia. Pursuant to Georgia law, if the information is requested under the Georgia Open Records Act, the City of Sandy Springs shall make a final determination if any exemption actually exists for the City to deny the request and prevent disclosure. The City of Sandy Springs will withhold such information from public disclosure under the Open Records Act only if the City determines in its sole discretion, that there is a legal basis to do so under Georgia law.



COST PROPOSAL

Hourly Rate for each of Proposer's personnel participating in project:

_____	\$ _____	\$ _____
(Name)	(Hourly Rate)	(Daily Rate)
_____	\$ _____	\$ _____
(Name)	(Hourly Rate)	(Daily Rate)
_____	\$ _____	\$ _____
(Name)	(Hourly Rate)	(Daily Rate)
_____	\$ _____	\$ _____
(Name)	(Hourly Rate)	(Daily Rate)

Hourly rate should include all General and Administrative Costs, Profits, Travel in the metro area, Per Diem, and/or any other costs associated with this service.

This Cost Proposal should be placed and submitted in a separate opaque envelope, with the contractor and project name placed on the outside of the envelope.