



## Interoffice Memorandum

January 14, 2022

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager.  
Procurement Division

CONTACT: John Petrelli, Director I, Office of Professional Standards  
407-836-9636

SUBJECT: Award of Invitation for Bids Y22-101-MV, Polygraph Services

### ACTION REQUESTED:

Approval to award Invitation for Bids Y22-101-MV. Polygraph Services. to the sole responsive and responsible bidder, D. Craig Harper and Associates, LLC., in the estimated contract award amount of \$495,825 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

### PROCUREMENT:

Polygraph services are used by the Office of Professional Standards to support employment screenings and investigative activities.

### FUNDING:

Funding is available in account number 0001-023-0461-4434.

### APPROVALS:

The Office of Professional Standards and Business Development Division concur with this recommendation.

### REMARKS:

A single bid was received in response to Invitation for Bids, Y22-101-MV and was evaluated for responsiveness, responsibility, and price reasonableness. D. Craig Harper and Associates, LLC is our current contracted provider and has performed in a satisfactory manner. Reference checks were satisfactory. The bid from D. Craig Harper and Associates, LLC is considered fair and reasonable based on comparison to current contract prices.

To ensure an open and competitive bid process, the Invitation for Bids (IFB) was posted on the Orange County website and e-procurement portal. A query from staff to potential sources that declined to participate in this bid opportunity resulted in the following findings:

- Sentry Consulting Group, LLC.: Did not provide a response to the inquiry.
- The Justice Group, Inc.: Advised that they were not interested in this IFB.
- Miami Process Server: Did not provide a response to the inquiry.
- William Maxey: Did not provide a response to the inquiry.
- AMK Consulting: Did not provide a response to the inquiry.

Recommendation for award is therefore made to D. Craig Harper and Associates, LLC.

The bid tabulation is as follows:

<u>Bidder</u>	<u>Estimated Annual Bid</u>	<u>Estimated Three Year Bid</u>
D. Craig Harper and Associates, LLC.	\$165,275	\$495,825



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

January 7, 2022

TO: Melisa Vergara, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y22-101-MV, Polygraph Services**

The Business Development Division evaluated the **one bid** submitted for this project. **The bidder is not an** Orange County Certified Minority/Women Business Enterprise (M/WBE) firm. At the time of bid opening, there was no M/WBE availability. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson*