



Interoffice Memorandum

May 9, 2024

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

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

Contact: Diane Summers, Manager II, Animal Services Division
407-254-9145

Subject: Selection of Contractor, Request for Proposals, Y24-199-AV, Special Magistrate for
Animal Services

RECOMMENDATION:

Selection of one firm and an alternate to provide a Special Magistrate for Animal Services, Request for Proposals, Y24-199-AV, from the following firms listed alphabetically:

- DHN Attorneys, P.A.
- The Law Office of Adolphus Thompson LLC

Further request Board authorization for the Procurement Division to negotiate and execute a contract within a budget of \$153,978 for a three-year term. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

Further request Board authorization for the Procurement Division to formally terminate negotiations with the top ranked firm, if we are unable to come to a favorable negotiated agreement, and commence negotiations with the next ranked alternate, until a successful negotiation is reached.

PROCUREMENT:

This contract will procure special magistrates for dangerous dog proceedings to be heard as required by Florida Statutes (Sect. 767.12 and 767.13). Since 1996, challenges to an initial determination declaring a dog to be dangerous have been brought to hearing before the quasi-judicial Animal Services Classification Committee. The Committee is comprised of citizen volunteers that are selected by the Board of County Commissioners and serve two-year term lengths.

As the population in Orange County has significantly increased, so has the number of unprovoked dog bites. Therefore, the County feels the interests of its citizens would be better served by utilizing the services of a Special Magistrate to ensure that any challenge to an initial determination of a dog as dangerous is done efficiently and in accordance with state law and Orange County Code.

The Special Magistrate generally shall hear cases in the County Commission Chambers located within the County Administration Center, but other meeting locations within Orange County Government facilities may be utilized, if necessary.

FUNDING:

Funding is available in the account number 0001-060-2398-3119.

DISCUSSION:

Two proposals were received in response to this Request for Proposals (RFP). The Procurement Committee evaluated the proposals in accordance with the criteria set forth in the RFP.

Proposals were evaluated by the Procurement Committee on May 1, 2024. Commissioner Maribel Gomez Cordero was assigned to the Procurement Committee.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - May, 1, 2024
 Y24-199-AV, Special Magistrate for Animal Services

CRITERIA	Qual. of Staff	Qual of Firm	Location	M/WBE	Dislocated Workers (B)	SDV SUB (B)	SDV Prime (B)	Fee Proposal	Total Weighted Points
Weighted Value	30	20	10	10	5	10	5	30	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)									
The Law Office of Adolphus Thompson LLC	120.00	60.00	0.00	25.00	0.00	0.00	0.00	150.00	355.00
DHN Attorneys, P.A.	90.00	70.00	50.00	25.00	0.00	0.00	0.00	104.11	339.11



INTEROFFICE MEMORANDUM

May 20, 2024

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Sheena Ferguson, Manager
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation Revised

PROJECT: Y24-199-AV, Special Magistrate for Animal Services

APPROVED: Sheena Ferguson

The Minority/Women Business Enterprise (M/WBE) sub-consultants' participation goal for this RFP is 24% and the M/WBE Employment Workforce goal is 18% M/WBE and 6% Women Business Enterprise (WBE). Listed below are the respondents to the subject RFP with their M/WBE participation score along with the bonus points for Dislocated Workers and Registered Service-Disabled Veterans:

- DHN Attorneys, P.A.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None (Form not provided)			

Total M/WBE Participation Proposed: 0%

M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 80%

Total WBE Workforce: 70%

Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
None (Form not provided)		

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Dislocated workers)

2. The Law Office of Adolphus Thompson LLC
 MINORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None (Form not provided)			

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 100%
 Total WBE Workforce: 50%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
None (Form not provided)		

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0
 * The form listed N/A.
Dislocated Worker(s) Bonus Points: 0