



Interoffice Memorandum

January 30, 2023

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

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

Contact: Kurt Petersen, Director, Office of Management and Budget Division
407-836-7390

Subject: Approval of Purchase Order M110095, Purchase of Grant
Administration Services

ACTION REQUESTED:

Approval of Purchase Order M110095, Purchase of Grant Administration Services, with Langton Associates, Inc., in the amount of \$150,000.

PURPOSE:

The purpose of this contract is to procure grant administration services for Orange County. These services include an initial resource and capacity report, a comprehensive federal funding strategy, implementation of said funding strategy, and overall grant compliance. The federal funding will be achieved through federal competitive discretionary grants and Congressionally Directed Spending. The performance period will be February 27, 2023 through February 26, 2024.

FUNDING:

Funding is available in account number 0001-023-0413-3197.

APPROVALS:

The Office of Management and Budget concurs with this recommendation.

REMARKS:

Two quotes were received in response to the Request for Quotations (RFQ) and were evaluated for responsiveness, responsibility, and price reasonableness. Merchant McIntyre Associates was deemed non-responsible due to references not similar in scope and magnitude as required in the RFQ. Langton Associates, Inc., has a satisfactory record of past performance with the County. Prices are deemed fair and reasonable based on comparable purchase orders by the Department of Housing and Urban Development and the City of Murphy, Texas. Therefore, Langton Associates is recommended for award.

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The quote tabulation is below:

Langton Associates, Inc	\$150,000
Merchant McIntyre Associates	Non-Responsible