



Interoffice Memorandum

DATE: April 15, 2024

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

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

CONTACT: Jason Reynolds, AICP, Manager II, Neighborhood Services Division

PHONE: 407-836-5547

SUBJECT: Selection of Firm, Request for Proposals, Y24-163-AV, Legal Counsel for Neighborhood Services Foreclosures

ACTION REQUESTED:

Selection of Vose Law Firm LLP to provide Legal Counsel for Neighborhood Services Foreclosures, Request for Proposals, Y24-163-AV.

Further request authority for the Procurement Division to negotiate and execute a one-year term contract within an estimated budget note to exceed \$145,150. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

Proposals were evaluated by the Procurement Committee on April 3, 2024. Commissioner Mayra Uribe was assigned to the Procurement Committee.

PROCUREMENT:

This contract will provide professional and consultation services intended for legal counsel for foreclosures.

FUNDING:

Funding is available in account number 0001-068-3220-3118.

APPROVALS:

The Neighborhood Services and Business Development Divisions concur with this recommendation.

REMARKS:

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.

Selection of Firm, Request for Proposals, Y24-163-AV, Legal Counsel for Neighborhood
Services Foreclosures

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The proposal submitted by Procurex.pro was deemed non-responsive for failing to submit documents that meet the requirements of the RFP.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - April, 3, 2024
 Y24-163-AV, Legal Counsel for Neighborhood Services Foreclosures

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	M/WBE	Location	Dislocated Workers (B)	SDV Sub (B)	SDV Prime (B)	Fee Proposal	Total Weighted Points
Weighted Value	25	30	5	10	10	5	10	5	20	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)										
Vose Law Firm LLP	125.00	150.00	15.00	0.00	50.00	0.00	0.00	0.00	100.00	440.00



INTEROFFICE MEMORANDUM

March 29, 2024

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y24-163-AV, Legal Counsel for Neighborhood Services Foreclosures

APPROVED: Sheena Ferguson 4.2.2024

The M/WBE participation goal for this RFP is 24% and the M/WBE Employment Workforce goal is 18% Minority/Women Business Enterprise (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:

- 1. Vose Law Firm, LLP
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*None			

*The Schedule of Sub-Contracting – M/WBE Participation form state “None Therefore, the evaluator cannot assess M/WBE subconsultant points.

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

Total M/WBE Workforce: 0%
 Total WBE Workforce: 60%
Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

*The Schedule of Sub-Contracting – SDV Participation from state “None”. Therefore, the evaluator cannot assess SDV bonus points.

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

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

*The Dislocated Worker form state “None”. Therefore, the evaluator cannot assess Displaced Worker bonus points.

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