



## Interoffice Memorandum

March 22, 2021

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

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

CONTACT: Zulay V. Millan, NIGP-CPP, CPPO, CPPB, Assistant Manager,  
Procurement Division  
(407) 836-5633

SUBJECT: Selection of Consultant, Request for Proposals Y20-1086-AH, E-  
Procurement and Contract Management Solution

### RECOMMENDATION:

Selection of Govlist, Inc. dba ProcureNow, to provide E-Procurement and Contract Management Solution, Request for Proposals Y20-1086-AH. Request authorization for the Procurement Division to negotiate and execute a contract within a budget amount of \$185,000 for a one-year term.

Further request authorization for the Procurement Division to renew the contract for four additional one-year terms. Each renewal is within a budget of \$60,000.

The proposal was evaluated by the Procurement Committee on March 17, 2021. Commissioner Christine Moore was assigned to the Procurement Committee.

### PURPOSE:

This contract provides an E-Procurement Software Solution that implements greater process efficiencies throughout the County's procurement, contracting, and purchasing process. Procurement is an essential function of the County, affecting all operational departments, ongoing projects, and future initiatives. This solution eliminates redundant software applications in use and data entry, has the potential to integrate and interface with the County's current financial system, related website and other systems/applications, reduces manual, paper-based processes and process cycle times, and improves procurement interactions with internal and external customers.

### FUNDING:

Funding is available in account number 1023-031-0593-3192.

### DISCUSSION:

Five proposals were received in response to this Request for Proposals (RFP). The proposal received from Cobblestone Software was deemed non-responsive as the proposer failed to submit an irrevocable offer of the one hundred and eighty (180 days, per the terms of the RFP.

Selection of Consultant, Request for Proposals Y20-1086-AH, E-Procurement and Contract Management Solution

This RFP went through a three-phase evaluation process. Proposers were required to successfully complete Phases one and two, which were evaluated by a Technical Committee. Proposers ranking high enough in both phases advanced for evaluation by a Procurement Committee.

Phase one of the RFP evaluated the written proposal, which included the proposer's qualifications and references and their technical and functional approach. A minimum of 105 points were required to advance to Phase two. Negometrix USA, Inc. and Govlist, Inc. dba ProcureNow achieved the minimum score prescribed in the RFP to advance to Phase two. Catalyst Consulting Group, Inc. and Periscope Holdings, Inc. did not achieve the minimum score to advance to Phase two and were eliminated from further consideration.

Phase two of the RFP evaluated the system demonstration, which included the software demonstration tasks and project team interviews. A minimum of 195 points cumulative points were required to advance to Phase three. Govlist, Inc. dba ProcureNow achieved the cumulative score prescribed in the RFP to advance to Phase three. Negometrix USA, Inc. did not achieve the minimum score to advance to Phase three and were eliminated from further consideration.

Phase three of the RFP evaluated the M/WBE utilization, location, and the fees proposed. Govlist, Inc. dba ProcureNow was the sole high-ranking proposer.

Consensus scoring for Phases one through three are as follows:

**Procurement Committee Meeting - December 2, 2020**

**RFP #Y20-1086-AH, E-Procurement and Contract Management Solution, Phase 1**

CRITERIA	Proposer Qualifications and References	Technical Approach	Functional Approach	Total Weighted Points
Weighted Value	10	10	15	35
Catalyst Consulting Group, Inc.	10.00	20.00	15.00	45.00
Govlist, Inc. dba ProcureNow	40.00	30.00	45.00	115.00
Negometrix USA, Inc.	30.00	30.00	45.00	105.00
Periscope Holdings, Inc.	20.00	30.00	42.00	92.00

**Technical Committee Meeting - February 19, 2021**  
**RFP #Y20-1086-AH, E-Procurement and Contract Management Solution, Phase 2**

CRITERIA	PHASE 1 WRITTEN PROPOSAL	PHASE 2 Software Demonstration Tasks	PHASE 2 Project Team Interview	Total Weighted Points  195 Points to Advance Required
Weighted Value	35	25	5	65
	WEIGHTED			
Govlist, Inc. dba ProcureNow	115	100.00	20.00	235.00
Negometrix USA, Inc.	105	50.00	15.00	170.00
Catalyst Consulting Group, Inc.	DID NOT ADVANCE TO PHASE 2			
Periscope Holdings, Inc.	DID NOT ADVANCE TO PHASE 2			

**Technical Committee Meeting - March 17, 2021**  
**RFP #Y20-1086-AH, E-Procurement and Contract Management Solution, Phase 3**

CRITERIA	PHASE 1 Written Proposal	PHASE 2 Software Demonstrat ion Tasks & Project Team Interview	PHASE 3 Location	PHASE 3 M/WBE Utilization	PHASE 3 Displaced Workers (B)	PHASE 3 SDV (B)	PHASE 3 Fee Proposal	Total Weighted Points	Fee Proposal Amount
Weighted Value	35	30	5	10	5	15	20	120	
				(B) Indicates Bonus Points (Maximums Bonus Points Above)					
Govlist, Inc. dba ProcureNow	115	120	5.00	25.00	1.00	0.00	95.00	361.00	\$185,000
Negometrix USA, Inc.	105	65	DID NOT ADVANCE TO PHASE 3						
Catalyst Consulting Group, Inc.	DID NOT ADVANCE TO PHASE 2	DID NOT ADVANCE TO PHASE 3							
Periscope Holdings, Inc.	DID NOT ADVANCE TO PHASE 2	DID NOT ADVANCE TO PHASE 3							



**INTEROFFICE MEMORANDUM**

February 25, 2021

TO: Alina Hernandez-Fernandez, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y20-1086-AH / E-Procurement and Contract Management Solution

APPROVED: *Sheena Ferguson*

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

- Govlist, Inc. dba ProcureNow  
MAJORITY PRIME

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

\*The Schedule of Sub-Contracting – M/WBE Participation Form indicates that the prime will perform all the work with their own forces. Therefore, the evaluator cannot assess points.

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

Total M/WBE Workforce: 66%  
Total WBE Workforce: 33%  
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		

\*The Schedule of Sub-Contracting – SDV Participation and Letter of Intent Form was not Submitted with the proposal. The proposer submitted a note stating “we are not utilizing subcontractors for the County’s project.” Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0  
**SDV Bonus Points: 0**  
 Displaced Worker(s) Proposed: 1  
**Displaced Worker(s) Bonus Points: 1**  
**Total Bonus Points: 1**  
*(Includes SDV & Displaced workers)*