



Interoffice Memorandum

October 12, 2023

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

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

CONTACT: Mindy Cummings, Manager, Real Estate Management Division
407-836-7090

SUBJECT: Selection of Firm, Request for Proposals Y23-1006-JA, Real Estate Management Staff Augmentation Services

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Real Estate Management Staff Augmentation Services, Request for Proposals Y23-1006-JA, from the following firms listed alphabetically:

- Moten Tate, Inc.
- Personnel Solutions Plus, LLC
- Visium Resources, Inc.

Request the Board authorization for the Procurement Division to negotiate and execute a contract within a budget of \$3,588,936 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms. Further request 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.

Proposals were evaluated by the Procurement Committee on October 4, 2023. Commissioner Mayra Uribe was assigned to the Procurement Committee.

PROCUREMENT:

This contract will provide Real Estate Management staff augmentation services that will be used for short-term assignments and long-term projects. The services will facilitate staffing of Acquisition Agents, Title Examiners, Administrative Assistants, and GIS Analysts to support existing staff.

FUNDING:

Funding is available in account number 0001-043-0201-3179. Delivery Orders will be issued on an as-needed basis.

APPROVALS:

The Real Estate Management Division and Business Development Division concur with this recommendation.

DISCUSSION:

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

The proposal submitted by Sunshine Enterprise USA LLC was determined to be non-responsive due to failure to submit the revised fee schedule form. The proposals submitted by Ace Staffing Inc and RADgov, Inc scored too low for Board consideration.

The consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - October 4, 2023
 Y23-1006-JA - REAL ESTATE MANAGEMENT STAFF AUGMENTATION SERVICES

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV (B)	Fee Proposal	Total Weighted Points
Weighted Value	20	20	20	10	10	5	15	20	120
(B) Indicates Bonus Points (Maximums E									
Moten Tate, Inc	64.00	60.00	80.00	50.00	25.00	5.00	0.00	85.69	369.69
Personnel Solutions Plus, LLC	60.00	56.00	60.00	50.00	25.00	0.00	0.00	69.57	320.57
Visium Resources, Inc.	80.00	80.00	80.00	40.00	50.00	0.00	0.00	53.33	383.33



INTEROFFICE MEMORANDUM

August 1, 2023

TO: Jenna Allen, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y23-1006-JA / Real Estate Management Staff Augmentation Services

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:

- 1. Ace Staffing, Inc. (M/WBE-AM)
MWBE PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*Schedule of Sub-Contracting - M/WBE Participation Form states the proposer “will perform all work with their own forces.”

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		

*Schedule of Sub-Contracting – SDV Participation Form states “none”

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

Dislocated Worker(s) Proposed: 5
Dislocated Worker(s) Bonus Points: 5

*Dislocated Worker form states “nine” hires. However, per the RFP the maximum dislocated workers hires are five.

Total Bonus Points: 5
(Includes SDV & Dislocated workers)

2. Moten Tate, Inc (MBE-AFAM)
 MBE PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*Schedule of Sub-Contracting - M/WBE Participation Form states the proposer “will perform all work with their own forces.”

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

Total M/WBE Workforce: 51%
 Total WBE Workforce: 30%
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		

*Schedule of Sub-Contracting – SDV Participation Form states “N/A”

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

Dislocated Worker(s) Proposed: 5
Dislocated Worker(s) Bonus Points: 5

Total Bonus Points: 5
(Includes SDV & Dislocated workers)

3. Personnel Solutions Plus, LLC (MBE-AFAM)
 MBE PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*Schedule of Sub-Contracting - M/WBE Participation Form states the proposer “will perform all work with their own forces.”

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

Total M/WBE Workforce: 41%
 Total WBE Workforce: 41%
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		

*Schedule of Sub-Contracting – SDV Participation Form states “Not Applicable”

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

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

*The Dislocated Worker form was not submitted with the proposal. Therefore, the evaluator cannot assess dislocated worker bonus points.

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

4. Radgov, Inc.
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*The Schedule of Sub-Contracting – M/WBE Participation and M/WBE Letter of Intent (LOI) Forms state, “Radgov intends to provide subcontractor information upon becoming an apparent award” Therefore, the evaluator cannot assess MWBE points, and no points will be assessed after the award.

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

Total M/WBE Workforce: 80%
 Total WBE Workforce: 20%
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	0	

*The Schedule of Sub-Contracting – SDV Participation and SDV Letter of Intent (LOI) Forms state, “Radgov intends to provide subcontractor information upon becoming an apparent award” Therefore, the evaluator cannot assess SDV bonus points, and no SDV bonus points will be assessed after the award.

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

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

*The Dislocated Worker form states, “TBD” Therefore, the evaluator cannot assess dislocated worker bonus points

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

5. Visium Resources, Inc.
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Qwalifize, LLC	M/WBE-HF	24%	Contract Staffing Support

Total M/WBE Participation Proposed: 24%
M/WBE Sub consultant participation Weighted Score: 25

Total M/WBE Workforce: 30%
 Total WBE Workforce: 40%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 50

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation and SDV Letter of Intent (LOI) Forms state, “N/A” 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 states, “Not Applicable” Therefore, the evaluator cannot assess dislocated worker bonus points

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