



Interoffice Memorandum

January 13, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: John Petrelli, Director, Risk Management and Office of
Professional Standards
407-836-9636

SUBJECT: Award of Invitation for Bids Y17-153-MV, Polygraph Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-153-MV, Polygraph Services, to the sole responsive and responsible bidder, D. Craig Harper and Associates, LLC, in the estimated contract award amount of \$498,825, for an initial three- year term. Further request approval for the Procurement Division to renew the contract for two additional 1-year terms.

Due to projected usage, the Office of Professional Standards anticipates that the entire estimated contract amount will be ordered during the initial contract term.

PROCUREMENT:

Polygraph services are used by the Office of Professional Standards to support employment screenings and investigative activities.

FUNDING:

Funding is available on account number 0001 023 0461 4434.

APPROVALS:

The Office of Professional Standards and Business Development Division concur with this recommendation.

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IFB Y17-153-MV
Polygraph Services

REMARKS:

A single bid was received in response to Invitation for Bids Y17-153-MV and was evaluated for responsiveness, responsibility and price reasonableness. Research indicates that D. Craig Harper and Associates, LLC is the only known vendor willing to provide the county with the services required. D. Craig Harper and Associates is our current contracted provider and has performed in a satisfactory manner. The bid from D. Craig Harper and Associates, LLC is considered fair and reasonable based on current contract prices.

Recommendation for award is therefore made to D. Craig Harper and Associates, LLC.

BID TABULATION
IFB Y17-153-MV
POLYGRAPH SERVICES

			D. Craig Harper and Associates, LLC.			
Item	Description	Qty.	Unit Price	Total Annual Cost	Initial Period	Extended Total Price
1	Pre-employment	1,200	\$ 110.00	\$ 132,000.00	x 3	\$ 396,000.00
2	Post-employment	200	\$ 110.00	\$ 22,000.00	x 3	\$ 66,000.00
3	Investigative	10	\$ 500.00	\$ 5,000.00	x 3	\$ 15,000.00
4	No Show Pre-employment	95	\$ 55.00	\$ 5,225.00	x 3	\$ 15,675.00
5	No Show Post-employment	10	\$ 55.00	\$ 550.00	x 3	\$ 1,650.00
6	No Show Investigative	5	\$ 100.00	\$ 500.00	x 3	\$ 1,500.00
7	Litigation/Witness fee	10	\$ 100.00	\$ 1,000.00	x 3	\$ 3,000.00
	Total			\$ 166,275.00	x 3	\$ 498,825.00




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

December 7, 2016

TO: Melisa Vergara, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y17-153-MV, Polygraph Services

The Business Development Division evaluated the 1 **bid** submitted for this project and found that the 1 **bidder is not** an Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson