




Interoffice Memorandum

August 17, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Danna Jackson-Carroll, Program Manager
Citizens' Commission for Children
(407) 836-9398

SUBJECT: Consultant Selection, Request for Proposals Y17-113-MG
Client Management and Monitoring System for Neighborhood Centers for
Families

RECOMMENDATION:

Selection of Adsystech, Inc., to provide a Client Management and Monitoring System for Neighborhood Centers for Families, Request for Proposals Y17-113-MG. Further request authority for the Procurement Division to negotiate and execute a 5-year contract in the total amount of \$478,544.

This item was evaluated by the Procurement Committee on August 9, 2017. Commissioner Betsy VanderLey was assigned to the Procurement Committee.

PURPOSE:

The Client Management and Monitoring System will provide a database that supports the administration of Neighborhood Centers for Families by documenting their impact on County residents. The database shall act as an indisputable record of clients served. The database tracks clients' progress for a full evaluation year and demonstrates which services were accessed, whether or not the client reached core status and ultimately met the outcome selected by the agency providing the service.

DISCUSSION:

This system replaces the current antiquated and unsupported system.

A three-phase evaluation process was conducted. Phase 1 of this Request for Proposals evaluated written proposals for qualifications, technical compliance and methodology, with Adsystech, Inc. achieving the minimum score of 135 to advance to Phase 2. The proposal from Spirit Solutions, Inc. did not achieve the minimum score of 135 required to advance. Phase 2 evaluated the firm's on-site presentations and technical demonstrations and Adsystech, Inc. achieved the minimum cumulative score 195 to advance to Phase 3. Phase 3 culminated with an evaluation of the fee proposal and M/WBE criteria with Adsystech, Inc. qualifying for award consideration. The Procurement Committee evaluated the proposals against the stated criteria. Attached are the consensus scores.

PHASE 3 EVALUATION SCORESHEET

RFP#: #Y17-113-MG

CLIENT MANAGEMENT AND MONITORING SYSTEM FOR NEIGHBORHOOD CENTER FOR FAMILIES

| | PHASE 1 WRITTEN | | PHASE 2 PRESENTATION | | PHASE 3 | | | | | | | TOTAL |
|-----------------------|--------------------|-------------------|----------------------------|-------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|--------------------------|--------|
| | | | | | Fee Proposal | Location | | M/WBE Utilization | | Welfare Hires | Disabled Vet Hires | |
| WEIGHT: | 45 | | 20 | | 20 | 5 | | 10 | | 5 | 15 | |
| FIRM: | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | RAW SCORE | WEIGHTED SCORE | BONUS POINTS | BONUS POINTS | |
| ADSYSTECH, INC. | 3.42 | 153.7 | 4.59 | 91.70 | 100.00 | 0.00 | 0.00 | 4.00 | 40.00 | 0.00 | 0.00 | 385.40 |
| SPIRIT SOUTIONS, INC. | 2.89 | 129.9 | DID NOT ADVANCE TO PHASE 2 | | | | | | | | | |

* Only Proposers whose Phase 1 responses scored 135 or above advanced to Phase 2.


** Only Proposers whose Phase 1 responses and Phase 2 Presentations cumulatively scored 195 or above advanced to Phase 3.



Interoffice Memorandum

July 10, 2017

To: Maria Guevara-Hall, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y17-113-MG, Client Management and Monitoring System for
Neighborhood Center for Families (Phase 2)**

Below are the respondents to the subject RFP with their firm's certified sub-consultants
and M/WBE participation score on a 1 – 5 rating:

| | | | |
|-----------------|----------------------------------|------------|-----------------|
| 1. | Adsystem, Inc. | | 4 Points |
| AFAM | Aceapplications, LLC | 24% | |
| | | | |
| | Total MWBE Participation: | 24% | |
| | EEO Staff | 91% | |
| Bonus Points | | | |
| | Service-Disabled Veterans (SDV) | 0 | |
| | Welfare Recipients: | 0 | |

