



Interoffice Memorandum

March 16, 2018

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: *CW* Carrie Woodell, Manager, Procurement Division

Contact: Ryan Vescio, Assistant State Attorney, Office of the State Attorney
407-836-7082

Subject: Selection of Consultant, Request for Proposals Y17-180-KB,
Modernization Document Management

RECOMMENDATION:

Selection of one firm and four ranked alternates to provide Modernization Document Management, Request for Proposals Y17-180-KB, from the following firms listed alphabetically:

Affinity Consulting Group, LLC
Armedia LLC
Databank Corporation
Imagesoft, Inc.
The IQ Business Group, Inc.

Request authority for the Procurement Division to negotiate and execute a 1-year contract within a total budget amount of \$922,974.35. Further request authority for the Procurement Division to renew the contract for two additional 1-year terms.

This item was evaluated by the Procurement Committee on February 28, 2018. Commissioner Betsy VanderLey was assigned to the Procurement Committee.

PROCUREMENT:

This contract will provide a document management system to modernize the record management and retrieval associated with 78,000 State Attorney's cases annually. The system will securely contain records related to prosecuting cases plus internally generated documents totaling approximately 10 million printed pages annually.

FUNDING:

Funding will be made available in account number 1247-007-0861-6440.

Under provisions of the Florida Constitution and Florida Statutes, Orange County provides technology funding and support to the Office of the State Attorney for the Ninth Judicial Circuit. Funding for this procurement will be 80% Orange County and 20% Osceola County.

APPROVALS

The Office of the State Attorney, the Information Systems and Services Division and the Business Development Division concur with this recommendation.

DISCUSSION:

Five proposals were received in response to this Request for Proposals (RFP). A three-phase evaluation process was conducted:

- Phase 1 evaluated written proposals for qualification, technical compliance and methodology. All proposers achieved the minimum score of 75 to advance to Phase 2.
- Phase 2 evaluated the firm's on-site presentations and technical demonstrations. All proposers achieved the minimum cumulative score of 195 to advance to Phase 3.
- Phase 3 evaluated the fee proposal and M/WBE criteria.

The proposals were evaluated by the Procurement Committee in accordance with the criteria set forth in the RFP.

Consensus scores from the Procurement Committee's evaluation are attached.

RFP#: #Y17-180-KB
MODERNIZATION DOCUMENT MANAGEMENT FOR STATE ATTORNEY'S OFFICE

	PHASE 1 WRITTEN		PHASE 2 PRESENTATION		PHASE 3							TOTAL
					Fee Proposal	Location		M/WBE Utilization		Welfare Hires	Disabled Vet. Hires	
WEIGHT:	25		40		25	5		5		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	
ARMEDIA LLC	3.95	98.7	3.11	124.2	125.0	0.00	0.0	4.00	20.0	0.0	0.0	367.9
DATABANK CORPORATION	3.73	93.2	3.19	127.4	106.0	5.00	25.0	3.00	15.0	0.0	0.0	366.6
THE IQ BUSINESS GROUP, INC.	3.24	81.1	3.74	149.5	97.0	0.00	0.0	3.00	15.0	0.0	0.0	342.6
AFFINITY CONSULTING GROUP, LLC	3.15	78.7	3.88	155.3	79.0	1.00	5.0	3.00	15.0	0.0	0.0	333.0
IMAGESOFT, INC.	3.42	85.5	3.97	158.9	63.0	0.00	0.0	3.00	15.0	0.0	0.0	322.4

* 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

March 28, 2018

To: Kathy Bozeman, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJ: **RFP #Y17-180-KB, Modernization Document Management**

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.	Armedia LLC		4 Points
HF	Harbour Digital & Associates, LLC	26.86%	
	Total MWBE Participation:	26.86%	
	EEO Staff	68%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

2.	Affinity Consulting Group, LLC		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	47%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
*	Welfare Recipients:	0	

*The Welfare Recipient form was not submitted with the proposal

Aheena Ferguson

3.	Imagesoft, Inc.		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	39%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

4.	The IQ Business Group, Inc.		3 Points
AFAF	SDTR Consulting, LLC	24%	
	Total MWBE Participation:	24%	
*	EEO Staff	0%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The Employment Data, Schedule of Minorities and Women form is blank

5.	Databank Corporation		3 Points
AM(Is)	Epic Engineering & Consulting Group, LLC	24%	
	Total MWBE Participation:	24%	
*	EEO Staff	0%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The Employment Data, Schedule of Minorities and Women form was not submitted with the proposal.