

MANATEE COUNTY GOVERNMENT

INTENT TO AWARD

SOLICITATION NO./TITLE	RFP 18-R069955AEJ	DATE POSTED	MC <u>3/18/19</u> TB DS <u>3/18/19</u> TB	CC _____ BCC _____
PROCUREMENT REPRESENTATIVE	Ashley Jones	PROJECTED AWARD DATE	March 26, 2019	
DEPARTMENT/DIVISION	Public Works/Utilities Department	AUTHORIZED BY DATE	Theresa Webb, Procurement Official	

NOTICE OF INTENT TO AWARD

The Manatee County Procurement Division provides notice of its intent to award a contract with Southwest Direct, Inc., for the provision of billing services.

ENABLING/REGULATING AUTHORITY

Manatee County Procurement Ordinance, Sec 2-26.

BACKGROUND/EVALUATION

Manatee County requested proposals from qualified vendors to provide billing services which includes processing electronic customer account data provided by Manatee County Utilities Department (MCUD) via electronic transmission; furnishing correspondences and envelopes for printing, inserting and mailing; electronic delivery of utility customer bills, letters, inserts, and other related materials; and supplying required reports.

The solicitation was advertised on the Manatee County website and DemandStar. It was also provided to the Manatee County Chamber of Commerce. Responses were received from the following firms:

1. Municipal Code of Corporation, Tallahassee, FL
2. Southwest Direct, Inc., Fort Myers, FL

EVALUATION COMMITTEE MEMBERS:

Ashley Jones, Procurement Division, non-voting	Chris Solan, IT Team Leader, Information Technology Department
Mike Matthews, Business Support Analyst II, Utilities Department	
Cindy Basham, Business Support Analyst II, Utilities Department	

EVALUATION SUMMARY:

The Evaluation Committee first convened on January 8, 2019 and conducted technical evaluations of the responsible, responsive, proposals received. The proposals from Municipal Code and Southwest Direct were evaluated based on the criteria in the RFP. At the conclusion of the initial technical evaluations, the committee agreed that interviews were not required to move forward with their final evaluation of proposals. On January 24, 2019 the committee met for final

evaluations of the two responsive and responsible proposals. At the conclusion of the final evaluation meeting the highest ranked firm was Southwest Direct, Inc.

RECOMMENDATION

The Evaluation Committee unanimously recommends award to the following firm(s):

Southwest Direct, Inc., Fort Myers, FL

<p align="center">ATTACHMENTS (List in order of attached)</p>		<p align="center">NAME AND NUMBER OF FUNDING SOURCE</p>	<p align="center">Utility Rates</p>
<p align="center">COST</p>		<p align="center">FUNDS VERIFIED</p>	