

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

SUBJECT	Animal Services Consulting	DATE POSTED	MC ✓ SE 7/11/14 DS ✓ SE 7/11/14 CC ✓ SE 7/11/14
PURCHASING REPRESENTATIVE	Dennis W. Wallace, 941-749-3014	DATE CONTRACT SHALL BE AWARDED	Upon Completion of Negotiations
DEPARTMENT	Public Safety	CONSEQUENCES IF DEFERRED	
SOLICITATION	RFP #14-2168DW	AUTHORIZED BY DATE	

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Matrix Consulting Group, Ltd., Mountain View, CA.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

Manatee County solicited proposals from qualified consultants to evaluate all Manatee County Animal Services ("MCAS") policies, practices, standard operating procedures, veterinary protocols, and facilities to determine current service level and quality within generally accepted standards for community animal control and animal shelter care.

The successful Proposer shall evaluate MCAS and provide the County with a final report that will include an evaluation of MCAS' compliance with statutory requirements and industry best practices, identify areas for improvement, and make recommendations on tasks necessary to improve capabilities.

SOLICITATIONS:

The RFP was released on the Manatee County website and DemandStar; it was also provided to the Manatee County Chamber of Commerce for release to its members.

The following two (2) proposals were received:

- (1) Humane Network Reno, NV
- (2) Matrix Consulting Group, Ltd. Mountain View, CA

EVALUATION RESULTS SUMMARY:

Evaluation Committee (Voting) Members:

Cheri Coryea Director, Neighborhood Services Department
 Ronald Koper Director, Public Safety Department
 Sue Kolze Vice President, Animal Network, Inc.
 Dennis W. Wallace Contracts and Buyer Manager, Financial Management Department

The Evaluation Committee (the "Committee") initially convened on June 27, 2014 to review evaluation committee responsibilities, discuss member's availability for future meetings, and the Florida Sunshine Laws as applicable to public meetings.

The Evaluation Committee then proceeded to review the two (2) proposals for their responsiveness to the requirements of the RFP. As a result of the discussion, the Committee decided to seek clarifications from both proposers and request the Committee Chair to perform reference checks on both and to report the findings back to the Committee at their next meeting.

At the subsequent Evaluation Committee meeting on July 9, 2014 the Chair reported on the clarifications received from both proposers as well as the findings from the reference checks. It was decided unanimously by the Committee after review and discussion of the responses to the Committee's request for clarification and reference checks that oral presentations would not be required. After careful deliberation, the Committee voted unanimously to initiate negotiations with the Matrix Consulting Group, Ltd.

Matrix Consulting Group, Ltd.

The Matrix Consulting Group, Ltd. ("Matrix") demonstrated exceptional qualifications in their proposal. Founded in 2002 with a business focus on providing organization and management analytical services to local government Matrix has a proven track record of providing management, staffing, and operations analysis to local government nationwide and is staffed with fifteen (15) full time and five (5) part time employees and includes a veterinarian and animal clinic manager.

Matrix's management studies are based on providing detailed analysis through extensive data collection, input and interaction with their clients and include extensive internal reviews with the client of facts, findings, conclusions, and recommendation for change management, implementation, and performance measures to monitor the progress. This project management approach has resulted in Matrix achieving a rate of successful implementation which exceeds 80% of recommendations made.

Matrix has performed over twenty-five (25) staffing and operations studies focusing on animal services operations. For example, Matrix's prior animal services studies include (a) an Operational and Programmatic Evaluation of Animal Care for the Irvine (CA) Animal Care Center, (b) a Diagnostic Assessment of Animal Services for Alachua County, FL, and (c) a Management Audit of Animal Services for Hillsborough County, FL completed 10 years ago.

The project plan proposed by Matrix include seven (7) major tasks which take a comprehensive and interactive approach to review the management and delivery of animal services to ensure that these services are as efficient, effective, and customer service oriented as possible.

The Evaluation Committee determined that the Matrix Consulting Group, Ltd. has the experience, staffing, and project management resources necessary to provide the services described in the RFP. As a result, the Matrix Consulting Group, Ltd. was ranked first by the Evaluation Committee in all around capabilities and resources that can accommodate the essential requirements of Manatee County.

Humane Network

The Humane Network also demonstrated noteworthy qualifications in their proposal. As a non-profit organization incorporated in 2007 the Humane Network employs two (2) full time consultants and five (5) part time consultants that can be utilized on a project by project basis. The Humane Network has completed ten (10) assessments over the last two years with six (6) of which involving animal services operations including the Jacksonville (FL) Humane Society.

The project approach proposed by the Humane Network includes three (3) components specifically, (i) an examination of the current operations and services, (ii) analysis of the information that is gathered, and (iii) development of a comprehensive report of the findings and observations.

It was the Evaluation Committee's opinion that while the Humane Network presented an impressive display of animal services assessment and credentials it was not appraised as encompassing as what was proposed by the first-ranked firm and, as a result, did not appear to be the best solution for the County, and consequently, the Evaluation Committee ranked the Humane Network second.

The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.

The Evaluation Committee voted unanimously 4 to 0 to proceed with the Matrix Consulting Group, Ltd.

The resulting agreement will be managed by the Public Safety Department .

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ATTACHMENTS (List in order of attached)		FUNDING SOURCE (Acct Number & Name)	Animal Services 001.0006800 <input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST	To Be Determined by Negotiations	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	