

# MANATEE COUNTY GOVERNMENT

## *INTENT TO AWARD*

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

ATTACHMENTS (List in order of attached)		NAME AND NUMBER OF FUNDING SOURCE	Utility Rates
COST		FUNDS VERIFIED	