

MANATEE COUNTY GOVERNMENT

NOTICE OF INTENT TO NEGOTIATE

RFP/RFQ NO./TITLE	RFP 18-R069955AEJ	DATE POSTED	MC _____ DS _____	CC _____ BCC _____
PROCUREMENT REPRESENTATIVE	Ashley Jones	DEPARTMENT /DIVISION	Public Works/Utilities Department	
AUTHORIZED BY	Jacob Erickson, Procurement Team Le	SIGNATURE DATE		

NOTICE OF INTENT TO NEGOTIATE

The Manatee County Procurement Division provides notice of its intent to negotiate 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 and statistics to MCUD.

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 Corporation, Tallahassee, FL
2. Southwest Direct, Inc., Fort Myers, FL

The following firms were deemed non-responsive/non-responsible: N/A

EVALUATION COMMITTEE MEMBERS:

Ashley Jones, Procurement Division, non-voting
Mike Matthews, Business Systems Support Analyst II,
Utilities Department
Cindy Basham, Business Systems Support Analyst II,
Utilities Department

Chris Solan, IT Team Leader, Information Technology
Department

EVALUATION SUMMARY:

The Evaluation Committee first convened on January 8, 2019 and conducted technical evaluations of the responsible, responsive, proposals received. Municipal Code Corporation and Southwest Direct, Inc. submitted proposals to provide billing services, review of the proposals were completed. January 24, 2019 the final evaluation meeting was conducted, and the Committee recommend entering into negotiations with Southwest Direct, Inc. At the conclusion of the final evaluation meeting the Committee's final ranking was Southwest Direct, Inc. as the top ranked firm, and Municipal Code Corporation, as the second ranked firm. The committee chose not to conduct interviews/presentations.

The Procurement Division and the Public Works/Utilities Department request authorization to enter into negotiations with the following firm (s):
Southwest Direct, Inc.

ATTACHMENTS (List in order of attached)	NA		
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