

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

SUBJECT	Professional Tourism Inquiry and Fulfillment Services	DATE POSTED	MC <u>IX SE 8/2/16</u> DS <u>IX SE 8/2/16</u> CC <u>N/A</u>
PURCHASING REPRESENTATIVE	Greg Davis, 749-3037	DATE CONTRACT SHALL BE AWARDED	Upon Completion of Successful Negotiations
DEPARTMENT	Bradenton Area Convention and Visitors Bureau	CONSEQUENCES IF DEFERRED	None <i>H. H. Walker</i>
SOLICITATION	RFP #16-2368GD	AUTHORIZED BY DATE	Melissa M. Wendel, <i>for</i> CPPO

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Phase V, LLC

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 for Professional Tourism Inquiry and Fulfillment Services for the Bradenton Area Convention and Visitors Bureau (BACVB). The scope of work includes a turn-key, full service operation of staff, work space, equipment, software, telephones and all computer and telephone related lines and cables. The successful Proposer shall provide live operator inquiry service through the BACVB toll free 800 numbers and website twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days per year. The live operator services shall be provided on a multi-lingual basis to include, at a minimum, English and Spanish. The successful Proposer shall also receive inquiries directly from publications in which BACVB advertises.

SOLICITATIONS:

RFP was advertised on the Manatee County website, Bradenton Herald, DemandStar, and was also provided to the Manatee County Chamber of Commerce for release to its members. One (1) proposal was received.

Manatee County Firms that were directly solicited:

None

Manatee County Firms that submitted proposals:

None

Local firms that submitted proposals include:

Phase V, LLC Fort Myers, FL

ATTACHMENTS (List in order of attached)	FUNDING SOURCE (Acct Number & Name)	<input type="checkbox"/> Term Agreement <input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST \$85,000	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A

EVALUATION COMMITTEE (VOTING) MEMBERS:

Michelle Stewart, Marketing Manager, Bradenton Area Convention and Visitors Bureau
 Ogden Clark, Americorp/Ambassador, Neighborhood Services
 Greg Davis, Contracts Negotiator Purchasing Division (Chairperson)

Non-Voting Staff Attending: None

EVALUATION RESULTS:

The Evaluation Committee convened on July 27, 2016. During this meeting evaluation committee procedural guidelines were reviewed.

The Evaluation Committee members began discussions on the one (1) proposal received in response to the formal solicitation announcement. The Committee proceeded to discuss the qualifications presented in the Phase V LLC response against the evaluative criteria defined in the RFP.

Based on the content of the written proposal submitted by Phase V LLC, the Committee felt it had adequate information to proceed to a vote. The Committee voted unanimously that **Phase V LLC Ft Myers, FL** be recommended for moving to negotiations.

The resulting agreement will be managed by the Bradenton Area Convention and Visitors Bureau (BACVB).

ESTIMATED COST OF SERVICES: \$85,000**FUNDING:** Account Key 1030002200 534000

The above justifications are a generalized summary of major observations intended only to provide 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.