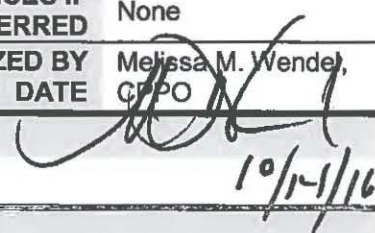


MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

SUBJECT	Financial Services Indirect Cost Allocation Plans	DATE POSTED	MC X 10/14/16 ^{SE} DS X 10/14/16 ^{SE} CC N/A
PURCHASING REPRESENTATIVE	Greg Davis, 749-3037	DATE CONTRACT SHALL BE AWARDED	Upon Completion of Successful Negotiation
DEPARTMENT	Financial Management	CONSEQUENCES IF DEFERRED	None
SOLICITATION	RFP #16-2799GD	AUTHORIZED BY DATE	Melissa M. Wendel, CFO  10/14/16

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Maximus Consulting Services, Inc. Tallahassee, FL

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 issued a Request for Proposal to provide Financial Services - Indirect Cost Allocation Plans. The Financial Management Department is seeking a consultant to support the development and preparation of Indirect Cost Allocation Plans with results to be presented to the Board of County Commissioners.

SOLICITATIONS:

The RFP was released on mymanatee.org and Demand Star and also provided to the Manatee County Chamber of Commerce for release to its members. Three(3) Sealed proposals were received on September 15, 2016 From:

- Matrix Consulting Group - Mountain View, CA;
- MGT of America Financial Services - Tallahassee, FL
- Maximus Consulting Services Inc. - Tallahassee, FL

Manatee County Firms that were directly solicited:

None

Manatee County Firms that submitted proposals:

None

Local firms that submitted proposals include:

None

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	\$ 30,000 per year (3 year term)	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A

EVALUATION COMMITTEE (VOTING) MEMBERS:

Sheila Ballesteros, Senior Budget Manager, Financial Management Department
 Renee Isrel, Chief Administrative Officer, Public Safety Department
 Greg Davis, Chairman, Contracts Negotiator, Financial Management Department, Procurement Division

Non-voting member: Kathy Cremaschi, Deputy Director Finance, Clerk of The Circuit Court

EVALUATION RESULTS:

The Evaluation Committee (Committee) convened in September 2016 and reviewed procedural guidelines and responsibilities. Committee members began discussions on the three (3) proposals received in response to the formal solicitation announcement. The Committee proceeded to discuss the qualifications presented in the Matrix Consulting Group, MGT of America Financial Services and Maximus Consulting Services proposals against the evaluative criteria defined in the RFP.

- **Matrix Consulting Group** based in Mountain View, CA was founded in 2002. Matrix is incorporated in California and also incorporated in Florida. Matrix has six (6) offices with headquarters in Mountain View, CA which has 17 full-time and 7 part-time specializing in providing analytical services to local governments. Matrix provided several client references predominantly located in California. The Matrix Mountain View, CA office was proposed as the focal point for this RFP scope of work with their team spending 40% of the time on site with the County.
 - Matrix provided a good task flow process with summary table
 - Matrix proposal did not show as much strength and understanding in performing CAPs as did MGT and Maximus.
 - Matrix hours proposed also reflected lack of understanding of scope
 - Matrix sample reports also not as well structured as MGT and Maximus
- **MGT of America Financial Services**, founded in 1974, is an employee-owned company based in Tallahassee, FL and incorporated in Florida with their headquarter office in Tallahassee, FL. MGT provides consulting services across several domains, of which Financial Services is one. MGT has provided various services to several thousand clients in the U.S.A and internationally. In 2002 MGT started providing cost allocation services to cities and counties. MGT's Tallahassee, FL office was proposed as the focal point for this RFP scope of work.
 - MGT key staff (3 people) formally worked for Maximus thus demonstrating an understanding of County CAP process
 - MGT provided good outline of staff and resumes
 - MGT provided good detailed step of procedures/process to be utilized
 - MGT failed to provide an authorized statement allowing County to audit financial records
 - MGT did not provide a signature on Attachment A, Proposal Signature form
- **Maximus Consulting Services Inc.** Headquarter office is located in Reston, VA . Maximus employees over 16,000 staff focused on several market domains in U.S.A and internationally. Maximus has more than 40 years of partnering with state, federal and local governments providing various consulting services. The Maximus Tallahassee, FL office was proposed as the focal point for this RFP scope of work. Maximus has been providing Financial Services to Manatee County since 2013.
 - Maximus demonstrated a thorough knowledge of the County's CAP process with excellent overview on methodology
 - Maximus key staff and resumes presented very strong and capable
 - Maximus Consulting Services sector is part of Maximus Inc. \$2 billion per year operations
 - Maximus could have provided a written statement on agreement to allow County to audit their financial record, but instead they provided a web site URL.

Based on the content of the written proposals submitted the Committee felt it had adequate information to proceed to a vote. The Committee voted unanimously to recommend engaging in negotiations with **Maximus Consulting Services Inc.**

The resulting agreement will be managed by the Financial Management Department

ESTIMATED COST OF SERVICES: \$30,000 per year for up to 3 years

FUNDING: Financial Management Department, Account Key 00100 015 700

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.