

# MEMORANDUM

Purchasing #18-011

November 22, 2017

To: Greg Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Award RFP E-34-17 Financial Advisory Services

## Contract Need/Background

Request for Proposals (RFP) E-34-17 was issued to establish a contract to provide financial advisory services to the City. Andrew Jean-Pierre provided the scope.

## Notice List

The notice list for this project was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of received proposals .....2

## Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted in the City's eBid System for download by interested firms.

## Selection/Evaluation Committee

Two (2) responses were received to the solicitation. The Selection/Evaluation Committee met on August 30 (in a public meeting) and September 29 (in a public meeting) to review and evaluate the responses. The Committee determined that the two firms would be asked to make presentations to the Committee. Presentations were made to the Committee at the meeting held on November 11. After the presentations the Committee ranked the two firms. Copies of the minutes and voting matrix from each meeting and scoring sheets, and the RFP document, are attached.

## Market Research

The General Services Department performed outreach to local financial advisory firms to inform them about this project. A total of two (2) local companies were notified.

### Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest-ranked firm, PFM Financial Advisors LLC. Additional authorization is requested to continue negotiations with the succeeding ranked firm to complete a contract in case of an impasse in negotiations with the recommended firm.

attachments

cc: file