

MEMORANDUM

Purchasing #20-020
July 15, 2020

To: Gregory P. Harrison, City Manager

Through: Steve Stewart, General Services Director

From: Jeff English, Purchasing Agent

Subject: Disaster Recovery Management Services

Contract Need/Background

Request for Proposals (RFP) E-08-20 was issued to obtain disaster recovery management services for the City on a stand-by basis. Kimberly Spill-Cristiano, Emergency Manager, provided the project scope of services.

Notice List

The Notice List was created by using companies suggested by the requesting department, companies that have responded to prior solicitation, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals - 4

Advertising

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

Selection/Evaluation Committee

Four (4) responsive proposals were received for the solicitation. The Selection-Evaluation Committee met on July 1, 2020 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The four (4) responses were reviewed and scored, and the Committee determined that the highest ranked firm, Witt O'Brien's, LLC., would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department notified local Pompano Beach firms of this solicitation.

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, Witt O'Brien's, LLC. Further authorization is requested to continue with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

Attachments

cc: file