



Cover Memorandum/Staff Report

File #: 23-078

Agenda Date: 1/17/2023

Item #: 7.G.

TO: Mayor and Commissioners
FROM: Jeff Oris, Assistant City Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: January 17, 2023

APPROVAL OF RESOLUTION NO. 05-23 TO AWARD AN AGREEMENT WITH KEEN INDEPENDENT RESEARCH LLC., FOR DISPARITY STUDY CONSULTING SERVICES PURSUANT TO REQUEST FOR PROPOSALS (RFP) NO. 2022-029 - \$242,356

Recommended Action:

Motion to approve Resolution No. 05-23 to award an Agreement with Keen Independent Research LLC. for Disparity Study Consulting Services pursuant to Request for Proposals (RFP) No. 2022-029 in the amount of \$242,356.

Background:

The goal of a disparity study is to determine if a significant statistical disparity exists between the percentages of ready and available women and minority contractors in the City's market and the percentages of contract dollars awarded to such firms by the City. The results of the study can be used to guide the City in the creation of policies or programs to address any disparities found. Should this recommendation for contract award be approved, the services to be provided shall include the study findings as well as remedies for the City's consideration to address the findings. Programs and policies may include both race and gender-neutral policies and programs as well as narrowly tailored race and gender preference programs.

Procurement Background

On May 20, 2022, the City of Delray Beach (City) advertised a full and open Request for Proposals (RFP) No. 2022-029 for Disparity Study Consulting Services. This RFP was advertised on the City's website utilizing its electronic procurement platform, Periscope/BidSync. This electronic procurement platform promotes transparency and enables the City to cast a wide net inviting all interested parties of potential bid opportunities and to actively participate in the City's procurement process. As a result of the advertisement, the City received four (4) submittals pursuant to the RFP. In accordance with City policy, a Selection Committee (Committee) was established to review and score the proposals based on the solicitation evaluation criteria, as summarized further below. The committee was comprised of the Assistant Police Chief, Neighborhood and Community Services Director, Public Works Director, Assistant City Manager, Community Redevelopment Agency Executive Director, and a non-voting Technical Advisor from the Palm Beach County Office of Equal Business Opportunity. The Committee reviewed and evaluated four (4) responsive proposals submitted by MGT of America Consulting, LLC, Miller3 Consulting, Inc., Mason Tillman Associates, Ltd., and Keen Independent Research LLC. On November 21, 2022, the Selection Committee shortlisted the firms and conducted oral presentations with the two highest-ranked qualified firms.

The final scores are listed below along with initial price proposal figures:

Firm	Final Score	Ranking	Initial Price Offered
Keen Independent Research LLC	433	1	\$248,537
Mason Tillman Associates, Ltd.	412	2	\$299,650

The Selection Committee recommended award of the RFP to Keen Independent Research LLC. as the highest ranked firm for the negotiated amount of \$242,356. The Agreement term will be from the date of full execution through the completion of work and full acceptance by the City.

Disparity Study Services: Pursuant to the attached agreement and proposal, the services to be rendered include but are not limited to the following services:

1. Legal analysis
2. Procurement and M/WBE culture and systems analysis
3. Data collection
4. Relevant market analysis
5. Availability analysis
6. Utilization analysis
 - Public informational session and public hearing
7. Disparity analysis and statistical significance
8. Capacity analysis
9. Anecdotal and survey analysis
10. Private sector analysis
11. Analysis of race/gender-neutral initiatives
12. Draft final report (to include sample ordinances/policies for consideration)
13. Final report
14. Post-study support (legal and expert witness services should there be a challenge).

Attachments:

Legal Review Checklist

Resolution No. 05-23

Agreement

Keen Independent Research, LLC Proposal

Funding Source/Financial Impact:

A budget amendment will be required for this item and will be brought before the City Commission for funding of this agreement. This item will be funded by from the General Fund.