



PURCHASING DEPARTMENT ACCESSING ANOTHER ENTITY CONTRACT – PIGGYBACK CHECKLIST

AGENCY: Miami-Dade County

ITB/RFP No.: EPPRFP-00531

DESCRIPTION: Agenda Management System

INITIAL TERM FROM: July 7, 2017 TO July 6, 2020 **RENEWALS:** Two (2) additional, Two (2) year terms

This checklist is to be used to guide the decision making process for accessing contracts of other entities as permissible the Purchasing Policies and Procedure Manual of The City of Delray Beach.

Documents to obtain from the entity and analysis for each:

The Solicitation

Analysis: Review the solicitation for competitiveness, to include public advertisement; ensure there is no restrictive language, qualifications, specs, etc. Do the specs/scope/estimated quantities align with the city's needs? Will the city's purchase break the scope in any way - additional/different services, quantities? Provide analysis below.

☒ Competitive in Nature

Comments:

☐ Restrictive in Nature

☒ Scope/Specifications/Quantities are appropriate

Vendor Responses

Analysis: Review the number of responses and if any were deemed non-responsive or non-responsible.

☒ Sufficient Responses

Comments:

☐ Insufficient Responses

Tally/Evaluation Scores

Analysis: Review for accuracy; for a selection committee to ensure no skewing occurred.

☒ Acceptable Tally/Evaluation Scores/Ranking Comments: _____

Unacceptable Tally/Evaluation Scores/Ranking

Award Documents

Analysis: Ensure there is an appropriate award - via their governing body or appropriate official. If a contract value (with term) is approved, it must be included in the comment section below. The City must establish an access value and ensure it is similar or below the awarded value.

☒ Award Document Acceptable

Comments:

☐ Award Document Unacceptable

Executed Contract

Analysis: Ensure the following documents are contained in the bid file:

- ☒ Executed Contract and Renewals - verify contract start & expiration dates as well as renewals
- ☐ Modifications/Amendments/Extensions
- Comments:

Approved By: Jennifer Alvarez, Purchasing Director | Page: 2 of 2 Rev: 1 | Revision Date: 06/06/18 | Author: CT



miamidade.gov

INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES
111 NW 1ST Street • Suite 1300
Miami, Florida 33128 - 1974

CLERK OF THE BOARD

2017 JUN 28 PM 4:16

CLERK OF THE BOARD
MIAMI-DADE COUNTY, FLA.
#1

June 28, 2017

All Responding Proposers (See Distribution List)

SUBJECT: BID NO.: EPPRFP-00376
Agenda Management System

Dear Proposers:

In accordance with Section 4.9 of the above referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the County Mayor or designee has recommended award to Granicus, Inc.

The provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code. The Procurement Management Services Division of the Internal Services Department appreciates the participation of all vendors who responded to the subject action.

The Procurement Management Services Division of the Internal Services Department appreciates the participation of all vendors who responded to the subject action. If you have any questions please contact me at 305-375-1196 or via email at tiondra@miamidade.gov.

Sincerely,

Tiondra Wright
Procurement Contracting Officer II
Miami-Dade County Florida

Distribution List: Accela, Inc.
Advantiv
Granicus, Inc.
Hyland Software
Novusolutions
Prime Government Solutions
Provox Systems, Inc.
Socratic Solutions LLC
Sogeti

cc: Clerk of the Board
File

Handwritten note: Tiondra Wright

Memorandum



Date: April 10, 2017

To: Tara C. Smith
Director
Internal Services Department

Thru: Miriam Singer, CPPO
Sr. Assistant Director
Internal Services Department

From: Tiondra Wright *TKW*
Procurement Contracting Officer 2
Chairperson, Competitive Selection Committee

Subject: Report of Review Team for EPPRFP No. 00531 Agenda Management System

On February 17, 2017, Miami-Dade County (County) issued a competitive Request for Proposals (RFP) through the Expedited Purchasing Program (EPP) for the Information Technology Department (ITD) to establish a contract to purchase a hosted Agenda Management System (System) inclusive of software license, implementation, configuration, hosting, training, maintenance support, and technical services. The System will include a web-based, automated legislative workflow solution developed for the legislative process in governments. The System will be designed to expand and accommodate the future needs of the County, and shall include a highly intuitive user interface that is menu driven and flexible. The selected Proposer will be responsible for delivery of the System inclusive of all software license, implementation, configuration, hosting, training, maintenance support, and technical services. The Review Team has completed the evaluation of proposals submitted in response to the solicitation as summarized below.

Competitive Selection Committee meeting dates

March 8, 2017 (Kick-Off Meeting)
March 22, 2017 (Technical Evaluation Meeting #1)
April 5 and April 7, 2017 (Oral Presentations)
April 7, 2017 (Technical Evaluation Meeting #2)

Verification of compliance with contract measures:

A Small Business Enterprise (SBE) Selection Factor contract measure was assigned to this solicitation. None of the proposers are certified SBE firms.

Verification of compliance with minimum qualification requirements and responsiveness:

The solicitation did not have any minimum qualification requirements.

Local Certified Veteran's Business Enterprise Preference:

The Local Certified Service-Disabled Veteran's Business Enterprise Preference was considered in accordance with the applicable ordinance. None of the proposers qualified for the preference.

Summary of scores:

The Review Team was tasked with evaluating, scoring, and ranking the responsive proposals received in response to this solicitation. A technical discussion and evaluation meeting was held to review the experience and qualification of the Proposers as well as the ability to meet the needs of the County as outlined in the Request for Proposal (RFP) through the Expedited Purchasing Program (EPP) in addition to the proposed prices. After completion of this review, the Review Team conducted scoring in accordance with the criteria outlined within the EPPRFP.

The preliminary scores are as follows:

<i>Proposer</i>	<i>Technical Score</i>	<i>Price Score</i>	<i>Total Combined Score</i>	<i>Price/Cost Submitted</i>
	<i>(max.270)</i>	<i>(max. 30)</i>	<i>(max.300)</i>	
1. Granicus, Inc.	226	26	252	\$173,500
2. Provox Systems, Inc.	223	26	249	\$177,100
3. Prime Government Solutions	204	21	225	\$335,995
4. Novusolutions	203	19	222	\$334,000
5. Sogeti	183	10	193	\$1,366,072
6. Socratic Solutions LLC	13	13	26	\$45,000

The Review Team decided to hold oral presentations with the two (2) highest ranked Proposers, Granicus, Inc. and Provox Systems, Inc. The oral presentations were held on April 5, 2017 and April 7, 2017. Immediately following the oral presentations, a final technical evaluation meeting was held on April 7, 2017, and final scoring was conducted by the Review Team.

The final scores are as follows:

<i>Proposer</i>	<i>Technical Score</i>	<i>Price Score</i>	<i>Total Combined Score</i>	<i>Price/Cost Submitted</i>
	<i>(max.270)</i>	<i>(max.30)</i>	<i>(max.300)</i>	
1. Granicus, Inc.	252	26	278	\$173,500
2. Provox System, Inc.	251	24	275	\$177,100

Local Preference:

Local Preference was considered in accordance with applicable ordinance, but did not affect the outcome as neither proposer qualified for the preference.

Negotiations:

The Review Team recommends that the County enter into negotiations with the highest ranked proposer, Granicus, Inc. The following individuals will participate in the negotiations:

Tiondra Wright, Internal Services Department
 Christopher Agrippa, Clerk of The Courts
 Jay Alvarez de la Campa, Information Technology Department
 Eugene Love, Office of Agenda Coordination
 Rodney Seggio, Information Technology Department
 Jenelle Snyder, County Attorney's Office
 Susanna Guzman-Arean, Information Technology Department

Consensus Statement:

The Review Team determined that Granicus, Inc. has the necessary qualifications and relevant experience to provide an Agenda Management System to meet the needs Miami-Dade County. The County will utilize the System to manage the entire legislative process from start to finish including the ability to create and manage agendas and minutes for multiple Boards and subcommittees. Granicus, Inc.'s System addresses the functional and technical requirements as outlined in the RFP. Moreover,

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Memo to Tara C. Smith

Report of Review Team for EPPRFP No. 00531 Agenda Management System

Granicus proposal demonstrated a strong approach to configuration and migration services. Additionally, the proposal provided a clear understanding of the County's existing environment which will allow for seamless integration for certain components and provide for long term usability. Additionally, the proposed pricing was competitive and represented a good value to the County. Upon approval, staff will seek to negotiate a reduction in cost to ensure the best value to the County.

Copies of the score sheets are attached for each Review Team member, as well as a composite score sheet. Your approval of the Review Team's recommendation is requested.

Approved


Tara C. Smith
Director

4/12/17
Date

EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS
COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (3 members)	Granicus, Inc.	Provox Systems, Inc.
Technical Criteria					
Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.	20	60	57	57	
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, implementation, training, maintenance and technical support services.	25	75	71	69	
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.	15	45	41	43	
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.	30	90	83	82	
Price Criteria					
Proposed price will be evaluated based on the proposed System's and overall best value to the County	10	30	26	24	
Selection Factor (10% of the Total Technical Points)	Not Applied				
Total (Technical & Selection Factor)	90	270	252	251	
Price Points	10	30	26	24	
TOTAL POINTS	100	300	278	275	
Ranking					

Signature:

Chairperson

Reviewed By

Print Name:

Print Name:

EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS

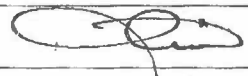
Christopher Agrippa

SELECTION CRITERIA	PROPOSERS	Maximum Points	Granicus, Inc.	Provox Systems, Inc.
Technical Criteria				
Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.		20	18.00	18.00
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, implementation, training, maintenance and technical support services.		25	23.00	22.00
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.		15	13.00	14.00
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.		30	28.00	27.00
Price Criteria				
Proposed price will be evaluated based on the proposed System's and overall best value to the County		10	8.00	7.00
Total Technical Points		90	82	81
Price Points		10	8	7
TOTAL POINTS		100	90	88

EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS

Christopher Agrippa

SELECTION CRITERIA	PROPOSERS	Maximum Points	Granicus, Inc.	Provov Systems, Inc.
Technical Criteria				
Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.		20	18	18
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, implementation, training, maintenance and technical support services.		25	23	22
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.		15	13	14
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.		30	28	27
Price Criteria				
Proposed price will be evaluated based on the proposed System's and overall best value to the County		10	8	7
Total Technical Points		90	82	81
Price Points		10	8	7
TOTAL POINTS		100	90	88


SIGNATURE

EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS

Eugene Love

SELECTION CRITERIA	PROPOSERS	Maximum Points	Granicus, Inc.	Provov Systems, Inc.
Technical Criteria				
Proposer's relevant experience and qualifications Including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.	20	20.00	20.00	
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, implementation, training, maintenance and technical support services.	25	24.00	24.00	
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.	15	15.00	15.00	
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.	30	27.00	28.00	
Price Criteria				
Proposed price will be evaluated based on the proposed System's and overall best value to the County	10	10.00	10.00	
Total Technical Points	90	86	87	
Price Points	10	10	10	
TOTAL POINTS	100	96	97	

**EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS**

Eugene Love

SELECTION CRITERIA	PROPOSERS	Maximum Points	Granicus, Inc.	Provox Systems, Inc.
Technical Criteria				
Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.		20	20	20
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, Implementation, training, maintenance and technical support services.		25	24	24
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.		15	15	15
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.		30	27	28
Price Criteria				
Proposed price will be evaluated based on the proposed System's and overall best value to the County		10	10	10
Total Technical Points		90	86	87
Price Points		10	10	10
TOTAL POINTS		100	96	97

04/05/2017


SIGNATURE

EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS

Jenelle Snyder

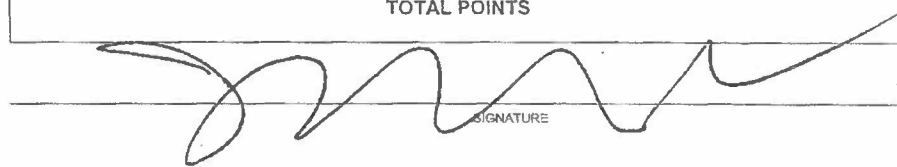
SELECTION CRITERIA	PROPOSERS	Maximum Points	Granicus, Inc.	Provox Systems, Inc.
Technical Criteria				
Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.		20	19.00	19.00
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, implementation, training, maintenance and technical support services.		25	24.00	23.00
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.		15	13.00	14.00
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.		30	28.00	27.00
Price Criteria				
Proposed price will be evaluated based on the proposed System's and overall best value to the County		10	8.00	7.00
Total Technical Points		90	84	83
Price Points		10	8	7
TOTAL POINTS		100	92	90

**EPPRFP- 00531
Agenda Management System
EVALUATION OF PROPOSALS**

Jenelle Snyder

SELECTION CRITERIA	PROPOSERS	Maximum Points	Granicus, Inc.	Provox Systems, Inc.
Technical Criteria				
Proposer's relevant experience and qualifications including key personnel of the Proposer and any key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors.		20	19	19
Proposer's approach and methodology to providing the services requested in this Solicitation including System usability, hosting, configuration, implementation, training, maintenance and technical support services.		25	24	23
Proposed timeline for complete System implementation, including completion of all customization, configuration, integration, testing, and final System acceptance.		15	13	14
System Functionality: Proposer's capability to meet the functional and technical specifications described in this solicitation, together with an evaluation of how well it matches the Proposer's understanding of the County's needs described in Section 2.0 of this Solicitation.		30	28	27
Price Criteria				
Proposed price will be evaluated based on the proposed System's and overall best value to the County		10	8	7
Total Technical Points		90		
Price Points		10		
TOTAL POINTS		100	92	90

04/05/2017


SIGNATURE