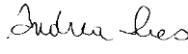


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: August 24, 2018

TO: Emil Lopez, Director of Finance/Project Manager
Nydia Rafols-Sallaberry, Interim City Manager

FROM: Andrea Lues, Procurement Director 

SUBJECT: **Award Recommendation Memorandum: RFP # FY 2017-2018-011 CONTRACTS
AUDIT AND FINANCIAL ANALYSIS REPORTS ROTATION LIST AND
MANAGEMENT PROCESS REVIEWS**

This project continues to be under a Cone of Silence. There is to be no communication with any of the Firms until the date and time of the City Commission meeting when the award of the agreement will be made.

If you have any questions on any of the items below please make sure you contact the Procurement Director immediately for clarification.

Duties and Responsibilities:

1. Project Manager is responsible for preparing the agenda cover memo for recommendation of award to the City Commission. Contact the City Clerk if there are any questions about the agenda process.
2. As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:
 - a. RFP document
 - b. Agenda Cover Memo
 - c. All backup referenced in the Agenda Cover Memo
3. If the RFP is to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Procurement Code Section 23-12, (4) Rejection of Bids.
4. The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested. You must email Carolyn Allen-Smith csmith@cohb.org, if the Firm(s) are to be invited and advise of the date of the City Commission meeting.
5. Ensure that you route the final, fully negotiated agreement and resolution that your Department has negotiated with the City's ARTEF (Agreement Review and Transmittal Execution Form) promptly to Tom Camaj, Contract Coordinator, via email tcamaj@cohb.org to ensure processing. Please note that the ARTEF and the explanation of the process for routing of the Agreement is found on the City's CityNet, under City Docs, Reference Docs, Procurement, Contract Routing Documents. Link to ARTEF.

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6. Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
 7. Variance form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed with the City Attorney and City Manager before requesting recommendation for award through the City Commission.

Summary Information

Attached is the Summary Rating Sheet for the three (3) Evaluation Committee members for the four (4) Firms that responded to this RFP which met the Minimum Qualification Requirements.

Find below the information for the Award Recommendation for RFP # FY 2017-2018-011 CONTRACTS AUDIT AND FINANCIAL ANALYSIS REPORTS ROTATION LIST AND MANAGEMENT PROCESS REVIEWS.

Release Date of RFP: May 16, 2018

The release notice for the RFP was sent via email to one hundred and thirty-seven (137) vendors from the City's Vendor list. The RFP was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The RFP was also advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Non - Mandatory Pre-Proposal Conference: was held on June 14, 2018 at 11:00 a.m.

There were four (4) vendors in attendance at the Non-Mandatory Pre-Proposal Conference and five (5) staff members.

In addition to providing the opportunity for vendors to come and ask questions during the Non-Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than **June 19, 2018 @ 11:00 a.m.**

Due Date: Responses to the RFP were due **July 9, 2018 @ 11:00 a.m.**

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Proposals Received:

Four (4) proposals were received from the following vendors in order of highest ranked:

NO.	PROPOSING FIRM	COST PROPOSAL	REFERENCES	LEGAL PROCEEDINGS	VARIANCES	LOCAL VENDOR PREFERENCE (LVP)
1	BCA WATSON RICE LLP 110 East Broward Blvd, Suite 1700 Fort Lauderdale, FL 33316 Carshena T. Allison, CPA, MBA callison@bcawatsonrice.com (954) 315-3863	See Cost Proposal Summary	3 of 3 Verified.	Stated "None"	Stated "None"	Stated "None"
2	HCT CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS LLC 3816 Hollywood Blvd, Suite 203 Hollywood, FL 33021 Roderick Harvey, CPA, CVA rharry@hct-cpa.com (954) 966-4435	See Cost Proposal Summary	3 of 3 Verified.	Provided must read page 73 of proposal.	Provided must read page 71 of proposal.	Stated "None"
3	S. DAVIS & ASSOCIATES, P.A. 2521 Hollywood Blvd Hollywood, FL 33020 Shaun M. Davis, Managing Partner Annette Lewis, Consulting Manger sdavis@sdaviscpa.com alewis@sdaviscpa.com (954) 927-5900	See Cost Proposal Summary	3 of 3 Verified	Stated "None"	Stated "None"	Stated "None"
4	PLANTE & MORAN, PLLC 27400 Northwestern Hwy Southfield, MI 48034 Troy A. Synder, Partner Troy.Snyder@plantemoran.com (248) 223-3273	See Cost Proposal Summary	2 of 3 Verified.	Provided must read pages 21-22 of proposal.	Provided must read pages 16-20 of proposal.	Stated "None"

Evaluation Committee:

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

- Emil Lopez, Director of Finance
- Marie Gouin, Director of Budget
- James Buschman, Risk Manager

On July 16, 2018, at 3:00 p.m., a Sunshine Evaluation Committee meeting was held with the Evaluation Committee to discuss the proposals. At this meeting, all committee members came to a consensus that all four (4) of the Firms met the minimum qualification requirements of the RFP and would continue through the evaluation process.

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On August 9, 2018, starting at 9:00 a.m., Oral Presentations were held for four (4) Firms. An Evaluation Committee Sunshine meeting was held immediately after.

On August 13, 2018, the Evaluation Committee submitted rating sheets for four (4) Firms.

A handwritten signature in blue ink, appearing to read "Carolyn", with a stylized flourish extending to the right.

Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

TO: Emil Lopez, Director of Finance/Project Manager
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All the information included in this memorandum was discussed through a face to face meeting with the following Project Manager to ensure that each item is understood and the next step process after the Resolution is awarded is correctly followed by the Project Manager.

I Emil Lopez, hereby acknowledge receipt of this Memorandum and confirm that I have read and understand the process that must be followed; after the Board of Directors pass a Resolution awarding the contract to a Firm. I agree to comply with the process outlined in this Memorandum and if I am not clear about a particular process; I will contact the Procurement Department for guidance. I further acknowledge that I am responsible, as the Project Manager for this Project, to ensure that I manage negotiations for this Project and as soon as a fully negotiated Agreement is completed through me; I will process the ARTEF for execution of the Agreement through the Procurement Department. I further acknowledge that it is my responsibility to ensure a fully executed Agreement is received by me in a timeline manner after the contract has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

Signature of Project Manager or designee

Date

cc: City Attorney Jennifer Merino