



Council Meeting Staff Report

March 28, 2023

Agenda No.:	D.
Indexes (Council Goals):	* 2022 Council Goal - N/A
Presenters:	Helen Perraglio; Anne Laurent
Legislative File:	AGR0947-23

Title

Approval of Agreements AGR23-46a to Ahmed Dadzie, AGR23-46b to Civic Initiatives, LLC., AGR23-46c to Calyptus Consulting Group Inc., and AGR23-46d The Bid Lab, LLC., for Professional Procurement Consulting Services in an Amount Not to Exceed \$500,000.00 Combined for All Four Agreements, Plus Applicable Gross Receipts Tax, and the associated Budget Revision 2023-36.

Recommended Action

I move that Council approve Agreements AGR23-46a to Ahmed Dadzie, AGR23-46b to Civic Initiatives, LLC., AGR23-46c to Calyptus Consulting Group Inc., and AGR23-46d The Bid Lab, LLC., for Professional Procurement Consulting Services in an Amount Not to Exceed \$500,000.00 Combined for All Four Agreements, Plus Applicable Gross Receipts, and the associated Budget Revision 2023-36 as summarized on Attachment A and that the attachment be made a part of the minutes of this meeting.

County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented

Body

The County advertised for a formal competitive solicitation for Procurement Consulting Services on October 28, 2022 (RFP 23-46) out of an identified need for consulting assistance for the large volume of projects that are projected to be solicited, formalized into agreements, and executed by all County Departments and have been categorized in the Procurement dashboard. Four responses were received, and the evaluation committee is recommending award to four respondents, Ahmed Dadzie, Civic Initiatives, LLC, Calyptus Consulting Inc., and The Bid Lab, LLC. There are four agreements considered for award (Attachments A, B, C, and D).

This Procurement Consulting Services contract is written as an as needed, Task Order based contract with a term of 3 years, with 4 optional one year extensions. The term of these Agreements shall commence March 29, 2023 and shall continue through March 28, 2026 unless sooner terminated, as provided herein. At County's sole option, the County Manager may renew this Agreement for up to four (4) consecutive one-year period(s), unless sooner terminated, as provided therein. Compensation is capped at a combined total of \$500,000 plus applicable gross receipts tax.

As the Chief Procurement Officer identifies a need for professional procurement services, a task order will be properly approved and issued. Contractor shall prepare and produce procurement documents in conformance with the County's Procurement Code, and all other applicable laws, ordinances, regulations, policies, and County formats. Contractor will deliver all items described in each Approved Task Order as deliverables in the manner and time detailed in the Approved Task Order. The Contractor shall be paid in accordance with the rate schedule provided in Exhibit "A" of each agreement.

Task order signature approval is based on the associated compensation in accordance with the Procurement Code and if a Task Order exceeds \$200,000, the task order would be brought to

Council for approval. The availability of four contracts provides staff the option to complete work based on quoted unit price, demonstrated availability, responsiveness, performance, and quality of previous work particularly when urgent needs arise. There is no obligation to offer a minimum amount of work or compensation to any Contractor. Staff will be responsible for tracking the expenditures of all contracts to ensure that contract limits are not exceeded.

Note: Agenda item 17228-23 is the granting of a waiver from any potential, actual, or perceived conflict of interest of Deputy Chief Financial Officer Melissa Dadzie. If this item is not approved by Council, then AGR23-46a would need to be pulled from the "Recommended Action" for this item.

Alternatives

The Council could choose not to approve the award. Failing to award any of the contracts would require staff to follow Procurement Code processes to procure such services on an individual project by project basis and delays could ensue.

Fiscal and Staff Impact/Planned Item

The fiscal impact is attached in the requested budget revision, and has been evaluated as the most cost effective way to fund the current workload demand. The impact to staff would be beneficial in assisting with the large volume of outstanding and planned solicitations needed to move Council or planned projects through the procurement to executed agreement process. Currently staff is faced with a significant back log and is trying to improve efficiency in turnaround times to move projects along to completion.

Attachments

- A - AGR23-46a to Ahmed Dadzie
- B - AGR23-46b to Civic Initiatives, LLC
- C - AGR23-46c to Calyptus Consulting Group Inc
- D - AGR23-46d The Bid Lab, LLC.,
- E - Budget Revision 2023-36