



Department of Administrative Services

MEMORANDUM

Jazmin Gonzalez
Administrative Services Director

To: Rafael Casals, Town Manager

From: Selection Committee Members: Jazmin Gonzalez, Administrative Services Director
Alfredo Quintero, Public Works Director
Robert Daddario, Finance Director

JG

Date: August 8, 2017

Re: RFP 17-03: Utility Invoice Auditing Services

The Selection Committee Members met on Wednesday, August 2, 2017 at 10:00 AM, in order to evaluate the proposals received in response to RFP 17-03 Utility Invoice Auditing Services.

After tabulating each of the Selection Committee Member's evaluations, the proposers were ranked as follows:

1. Troy & Banks, Inc. (292 Points)

Attached please find each Selection Committee Member's Evaluation Criteria Form, as well as the Final Ranking Sheet which includes all of the Committee Member's scores and the average score received.

Thus, the Selection Committee has selected **Troy & Banks, Inc.** to perform the scope of services outline in RFP 17-03: Utility Invoice Auditing Services.



Town of Cutler Bay

10720 Caribbean Blvd., Suite 105

Cutler Bay, Florida 33189

Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.gov

Bidder's Name: Troy & Banks, Inc.

Committee Member: Jazmin Gonzalez

**RFP #17-03
TOWN OF CUTLER BAY
UTILITY INVOICE AUDITING SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
COST: Each proposer shall provide unit pricing based on the Scope of Services outlined in Section III Detailed Specifications this RFP.	50	50
PROPOSER QUALIFICATIONS: Each proposer shall give a description of the firm, including the size, range of activities, and the number of years with relative experience with governmental accounts. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project. The firm should also submit proof of insurance as a part of the qualifications portion of their proposal.	25	25
SCOPE OF SERVICES: Each proposer will be evaluated on their approach on how the Scope of Services will be met and the operational plan. A work plan including an explanation of methodology to be followed to perform the services required in the proposal. Information regarding the level of staff to be assigned to contract must also be included.	20	20
REFERENCES (Relevant Experience): As part of the proposal evaluation process, the Town will conduct an investigation of references, including a record check or consumer affairs complaints. Proposer's submission of a proposal constitutes acknowledgment of the process and consent to investigate. The Town is the sole judge in determining Proposers qualifications.	5	5
TOTAL POINTS	100	100

Additional Notes:



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Bidder's Name: Troy & Banks, Inc.

Committee Member: Alfredo Quintero

**RFP #17-03
TOWN OF CUTLER BAY
UTILITY INVOICE AUDITING SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
COST: Each proposer shall provide unit pricing based on the Scope of Services outlined in Section III Detailed Specifications this RFP.	50	50
PROPOSER QUALIFICATIONS: Each proposer shall give a description of the firm, including the size, range of activities, and the number of years with relative experience with governmental accounts. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project. The firm should also submit proof of insurance as a part of the qualifications portion of their proposal.	25	25
SCOPE OF SERVICES: Each proposer will be evaluated on their approach on how the Scope of Services will be met and the operational plan. A work plan including an explanation of methodology to be followed to perform the services required in the proposal. Information regarding the level of staff to be assigned to contract must also be included.	20	20
REFERENCES (Relevant Experience): As part of the proposal evaluation process, the Town will conduct an investigation of references, including a record check or consumer affairs complaints. Proposer's submission of a proposal constitutes acknowledgment of the process and consent to investigate. The Town is the sole judge in determining Proposers qualifications.	5	5
TOTAL POINTS	100	100

Additional Notes:

ONLY ONE PACKAGE RESPONSE WAS RECEIVED FOR THIS RFP. SINCE TROY & BANKS, INC. WAS THE ONLY SUBMITTAL THEY ARE THE LOWEST BIDDER AND RECEIVE THE FULL 50 POINTS FOR COST. THEY SUBMITTED A \$19,500 LUMP SUM AMOUNT BUT ARE ASKING FOR AN EXCEPTION TO THE RFP ON PAGE 47 IN WHICH THEY WANT TO BE COMPENSATED ON A PERFORMANCE BASIS. AS STATED "IF THERE IS NO REFUND, CREDIT OR SAVINGS REALIZED, THERE IS NO CHARGE FOR OUR SERVICE. OUR FEES ARE PAID FROM A PERCENTAGE OF THE REFUND, CREDIT OR SAVINGS". THEY ARE ASKING FOR 20% OF REFUND/CREDIT, AND 20% OF FUTURE COST REDUCTIONS FOR 1 YEAR.



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Bidder's Name: Troy & Banks, Inc.

Committee Member: Robert Daddario

RFP #17-03
TOWN OF CUTLER BAY
UTILITY INVOICE AUDITING SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
COST: Each proposer shall provide unit pricing based on the Scope of Services outlined in Section III Detailed Specifications this RFP.	50	45
PROPOSER QUALIFICATIONS: Each proposer shall give a description of the firm, including the size, range of activities, and the number of years with relative experience with governmental accounts. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project. The firm should also submit proof of insurance as a part of the qualifications portion of their proposal.	25	22
SCOPE OF SERVICES: Each proposer will be evaluated on their approach on how the Scope of Services will be met and the operational plan. A work plan including an explanation of methodology to be followed to perform the services required in the proposal. Information regarding the level of staff to be assigned to contract must also be included.	20	20
REFERENCES (Relevant Experience): As part of the proposal evaluation process, the Town will conduct an investigation of references, including a record check or consumer affairs complaints. Proposer's submission of a proposal constitutes acknowledgment of the process and consent to investigate. The Town is the sole judge in determining Proposers qualifications.	5	5
TOTAL POINTS	100	92

Additional Notes:

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**Town of Cutler Bay
Utility Invoice Auditing Services
RFP #17-03
Evaluation Criteria**

**TOWN OF CUTLER BAY
UTILITY INVOICE AUDITING SERVICES
Final Committee Ranking**

BIDDER'S NAME	JAZMIN GONZALEZ	ALFREDO QUINTERO	ROBERT DADDARIO	AVERAGE SCORE
Troy & Banks, Inc.	100	100	92	97.33