SUBJECT: TAX COLLECTION MANAGEMENT SOLUTION

BID #: ESC-0254-20

OPEN DATE: 10/23/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – FROM DATE OF CONTRACT EXECUTION AS NEGOTIATED

AGENCY: DUVAL COUNTY TAX COLLECTOR

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (3) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On October 23, 2019, the City of Jacksonville, Procurement Division received three (3) responses to the subject RFP. On November 21, 2019 approval was granted for Software Demonstrations/Oral Interviews with the two (2) top-ranked firms: Grant Street Group, Inc. (1) and e-Government Solutions, LLC (2).

The evaluation of the responses and software demonstrations/oral interviews has been completed and scored as follows:

Firm	Response Evaluation Score	Demonstration/ Oral Interview Score	Total Combined Score	Final Ranking
Grant Street Group, Inc.	81.20	86.50	167.70	1
eGovernment Solutions, LLC	71.70	83.10	154.80	2

Recommend approval to enter into contract negotiations with the highest ranking firm, Grant Street Group, Inc., for tax collection management software.

ATTACHMENTS: Recommendation Memo, Scoring Matrixes/Score Sheets, Previous Awards

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: For- GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

DUVAL COUNTY TAX COLLECTOR
www.coj.net/tc
taxcollector@coj.net

Jim Overton
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 200
JACKSONVILLE, FLORIDA 32202-3356

TO: Gregory Pease, Chief of Procurement

FROM: Jim Overton, Tax Collector

SUBJECT: Contract Negotiations for ESC-0254-20

DATE: December 16, 2019

The Tax Collector's Subcommittee completed the review of bid responses and the product demonstrations submitted for ESC-0254-20. Please take appropriate action to allow the Tax Collector to move forward with contract negotiations of the top responding vendor Grant Street Group, Inc.

The sub-committee responsible for evaluating the proposals and demonstrations was comprised of representatives from the Tax Collector's Office. Grant Street proved through both the response and demo that they are best positioned to meet the needs of the Tax Collector. Their cloud-based solution meets all requirements mapped by the RFP. Grant Street also has a very intuitive online presence allowing the Tax Collector to expand services offered online. In addition, Grant Street provides valuable BI tools that will allow the Tax Collector to make data-driven decisions across all lines of business.

Thank you for considering this request.

TOTAL COMBINED SCORES

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

Vendors/Reviewers	Response Evaluation 100 Points Maximum	Demonstration Scoring 100 Points Maximum	Combined Scores 200 Points Maximum	Final Rank
GRANT STREET GROUP				
Debra Doran	81.80	86.00	167.80	1
Michael Love	79.80	81.00	160.80	
Cindy Raley	78.80	90.50	169.30	
Kevin Rock	82.80	88.00	170.80	
Alana Rogers	82.80	87.00	169.80	
Average	**81.20**	**86.50**	**167.70**	
E-GOVERNMENT SOLUTIONS				
Debra Doran	75.70	93.00	168.70	2
Michael Love	58.70	66.00	124.70	
Cindy Raley	59.70	79.50	139.20	
Kevin Rock	79.70	86.00	165.70	
Alana Rogers	84.70	91.00	175.70	
Average	**71.70**	**83.10**	**154.80**	

DEMONSTRATION SCORING MATRIX

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

Vendors/Reviewers	Presentation	System Functionality	Overall Ease of Use	System Flexibility	System and Ad Hoc Reports	Online Functionality	Total	Rank
GRANT STREET GROUP								
Debra Doran	10.00	25.00	15.00	11.00	10.00	15.00	86.00	1
Michael Love	10.00	25.00	15.00	8.00	8.00	15.00	81.00	
Cindy Raley	10.00	28.00	18.00	12.00	7.50	15.00	90.50	
Kevin Rock	10.00	23.00	18.00	12.00	10.00	15.00	88.00	
Alana Rogers	10.00	25.00	18.00	10.00	10.00	14.00	87.00	
Average	**10.00**	**25.20**	**16.80**	**10.60**	**9.10**	**14.80**	**86.50**	
E-GOVERNMENT SOLUTIONS								
Debra Doran	8.00	28.00	18.00	15.00	10.00	14.00	93.00	2
Michael Love	7.00	20.00	12.00	13.00	6.00	8.00	66.00	
Cindy Raley	7.00	24.00	15.00	15.00	7.50	11.00	79.50	
Kevin Rock	9.00	26.00	16.00	15.00	8.00	12.00	86.00	
Alana Rogers	7.00	28.00	20.00	15.00	8.00	13.00	91.00	
Average	**7.60**	**25.20**	**16.20**	**14.60**	**7.90**	**11.60**	**83.10**	

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

Evaluation Criteria	Description	Maximum Points	eGOVERNMENT SOLUTIONS, LLC Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	8
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	28
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	18
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	15
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	10
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	14
		TOTAL POINTS:	93

Sub-Committee Member Name: Debra Doran **Signature:** Debra Doran **Date:** 12/12/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

Evaluation Criteria	Description	Maximum Points	GRANT STREET GROUP, INC. Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	10
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	25
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	15
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	11
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	10
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	15
		TOTAL POINTS:	86

Sub-Committee Member Name: Debra Doran **Signature:** Debra Doran **Date:** 12/12/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

eGOVERNMENT SOLUTIONS, LLC

Evaluation Criteria	Description	Maximum Points	Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	7
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	20
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	12
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	13
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	6
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	8
		TOTAL POINTS:	66

Sub-Committee Member Name: Michael C. Love **Signature:** MCLove **Date:** 12/12/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION **RFP NO:** ESC-0254-20 **OPEN DATE:** OCTOBER 23, 2019 **ANALYST:** DAVID KLAGES **NO. INVITED:** (3) **RECEIVED:** (3) **OTHER:** (0) **RECORDED BY:** JOHN HERNANDEZ			**GRANT STREET GROUP, INC.**
Evaluation Criteria	**Description**	**Maximum Points**	**Score**
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	10
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	25
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	15
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	8
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	8
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	15
		TOTAL POINTS:	81

Sub-Committee Member Name: Michael C. Love **Signature:** [illegible] **Date:** 12/12/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) RECEIVED: (3) OTHER: (0)
RECORDED BY: JOHN HERNANDEZ

Evaluation Criteria	Description	Maximum Points	eGOVERNMENT SOLUTIONS, LLC Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	7
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	24
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	15
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	15
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	7.5
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	11
		TOTAL POINTS:	79.5

Sub-Committee Member Name: Cindy Raley Signature: Cindy Raley Date: 12/13/2019

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION RFP NO: ESC-0254-20 OPEN DATE: OCTOBER 23, 2019 ANALYST: DAVID KLAGES NO. INVITED: (3) RECEIVED: (3) OTHER: (0) RECORDED BY: JOHN HERNANDEZ			GRANT STREET GROUP, INC.
Evaluation Criteria	**Description**	**Maximum Points**	**Score**
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	10
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	28
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	18
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	12
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	7.5
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	15
		TOTAL POINTS:	90.5

Sub-Committee Member Name: Cindy Raley **Signature:** Cindy Raley **Date:** 12/13/2019

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

eGOVERNMENT SOLUTIONS, LLC

Evaluation Criteria	Description	Maximum Points	Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	9
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	26
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	16
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	15
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	8
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	12
		TOTAL POINTS:	86

Sub-Committee Member Name: Kevin Rock **Signature:** [signature] **Date:** 12/13/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

Evaluation Criteria	Description	Maximum Points	GRANT STREET GROUP, INC. Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	10
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	23
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	18
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	12
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	10
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	15
		TOTAL POINTS:	88

Sub-Committee Member Name: Kevin Rose **Signature:** [signature] **Date:** 12/13/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

eGOVERNMENT SOLUTIONS, LLC

Evaluation Criteria	Description	Maximum Points	Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	7
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	28
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	20
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	15
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	8
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	13
		TOTAL POINTS:	91

Sub-Committee Member Name: Alana Rogers **Signature:** Alana R **Date:** 12/12/19

DEMONSTRATION SCORE SHEET

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

GRANT STREET GROUP, INC.

Evaluation Criteria	Description	Maximum Points	Score
Presentation	Proposer's overall presentation, knowledge and understanding of the intended solution.	10	10
System Functionality	Demonstration of the end-user's daily activity processes and how the applications meet the required goals of the RFP.	30	25
Overall Ease of Use	Intuitiveness of the solution to the novice user, user friendliness of the solution, and the ability to seamlessly navigate between applications or work processes.	20	18
System Flexibility	Ability of the Tax Collector's system administrator to make configuration changes to the solution, to include views, functions, etc.	15	10
System and Ad Hoc Reports	Ability to quickly produce ad-hoc or custom reports in varying formats.	10	10
Online Functionality	Ability of the tax-payer to make payment and utilize the solution remotely via the Internet.	15	14
		TOTAL POINTS:	87

Sub-Committee Member Name: Alana Rogers **Signature:** Alana Rogers **Date:** 12/12/19

RESPONSE EVALUATION SCORING MATRIX

TITLE: TAX COLLECTION MANAGEMENT SOLUTION
RFP NO: ESC-0254-20
OPEN DATE: OCTOBER 23, 2019
ANALYST: DAVID KLAGES
NO. INVITED: (3) **RECEIVED:** (3) **OTHER:** (0)
RECORDED BY: JOHN HERNANDEZ

Vendors/Reviewers	Corporate Profile / Competency	Proposed System	Functionality (Response to Functionality Matrix)	Overall Cost (Total Base Bid)	References (Capability and Experience)	Maintenance and Support	Total	Rank
GRANT STREET GROUP								
Debra Doran	10.00	20.00	19.00	7.80	15.00	10.00	81.80	1
Michael Love	10.00	21.00	17.00	7.80	15.00	9.00	79.80	
Cindy Raley	7.00	23.00	19.00	7.80	15.00	7.00	78.80	
Kevin Rock	10.00	22.00	18.00	7.80	15.00	10.00	82.80	
Alana Rogers	10.00	22.00	18.00	7.80	15.00	10.00	82.80	
Average	**9.40**	**21.60**	**18.20**	**7.80**	**15.00**	**9.20**	**81.20**	
E-GOVERNMENT SOLUTIONS								
Debra Doran	8.00	15.00	15.00	18.70	12.00	7.00	75.70	2
Michael Love	5.00	12.00	12.00	18.70	7.00	4.00	58.70	
Cindy Raley	5.00	15.00	10.00	18.70	5.00	6.00	59.70	
Kevin Rock	7.00	18.00	18.00	18.70	10.00	8.00	79.70	
Alana Rogers	8.00	20.00	16.00	18.70	12.00	10.00	84.70	
Average	**6.60**	**16.00**	**14.20**	**18.70**	**9.20**	**7.00**	**71.70**	
THOMSON REUTERS								
Debra Doran	10.00	10.00	10.00	10.00	10.00	7.00	57.00	3
Michael Love	6.00	17.00	14.00	10.00	6.00	6.00	59.00	
Cindy Raley	9.00	25.00	20.00	10.00	15.00	9.00	88.00	
Kevin Rock	10.00	18.00	18.00	10.00	10.00	8.00	74.00	
Alana Rogers	9.00	15.00	16.00	10.00	9.00	10.00	69.00	
Average	**8.80**	**17.00**	**15.60**	**10.00**	**10.00**	**8.00**	**69.40**	

SUBJECT: TAX COLLECTION MANAGEMENT SOLUTION

BID #: ESC-0254-20

OPEN DATE: 10/23/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – FROM DATE OF CONTRACT EXECUTION AS NEGOTIATED

AGENCY: DUVAL COUNTY TAX COLLECTOR

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (3) **NUMBER RECEIVED:** (3) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On October 23, 2019, the City of Jacksonville, Procurement Division received three (3) responses to the subject RFP.

eGovernment Solutions, LLC provided proof of their business license upon request from the City. Thomson Reuters provided *Form 3 – Insurance Agent Acknowledgement* upon request from the City. Procurement requests approval to accept and waive the technicalities as minor irregularities.

The Evaluation Committee has completed their review and recommends approval to move forward with Software Demonstrations/Oral Interviews with the two (2) top-ranked firms, below. The ranking of first and second designates the order of qualification of these firms.

1. Grant Street Group
2. eGovernment Solutions, LLC

ATTACHMENTS: Recommendation Memo, Evaluation Matrix, Cost Tabulation, Addendum 2, Previous Award

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 11-21-19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 11/21/19

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **August 9, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a vendor for **Tax Collection Management Solution.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Teresa R Eilhar
Finance Director or designee

Procurement Chief or designee

General Counsel or designee

Shelba Ann Doran
Department/Agency Representative

Public Works Director or designee