

Purchasing Summary

EVENT # 5187	TITLE: Information Technology Assessment Services	COST: \$62,800.00
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TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>
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CONTRACT TERM (IF APPLICABLE)
N/A

M/WBE (IF APPLICABLE)
The project included an overall M/WBE goal of 9% (9% MBE and 0% WBE). Based on the proposed schedule of M/WBE participation submitted by the highest ranked proposer, the overall M/WBE participation is 35% MBE using Innovative IT, LLC ^(C).

MATRIX (IF APPLICABLE)

Proposers	Qualifications (15 points)	Methodology/ Work Plan (30 points)	References (15 points)	Local Participation (5 points)	MWBE Participation (10 points)	Fees (25 points)	Total (100 points)
Elert and Associates	14.3	27.9	14.6	0	10	25	91.8
Plante Moran	15	25.1	14.3	0	10	18.6	83
InterDev	12.3	21.9	11.9	0	10	22.6	78.7

NOTES

Recommend approval to procure a contract for assessment services from Elert and Associates in the amount of \$62,800.00. These services will be used to appraise existing information technology services. The information technology assessment will be used in conjunction with the City-wide strategic plan to develop an information technology strategic plan that will support City initiatives and goals.

The method used for this procurement was the request for proposal, which evaluates criteria in addition to costs. Proposals were evaluated on the basis of qualifications, references, project methodology/work plan, local vendor participation, MWBE participation, and fees. Eight proposals were originally received. Of the eight proposers, three were shortlisted, interviewed, and were asked to provide best and final offers.

This proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30days. The proposers were:

B.P. Elert and Associates (Stillwater, MN) ^(D)	\$62,800.00
Plante & Moran (Southfield, MI) ^(D)	\$84,600.00
InterDev, LLC (Alpharetta, GA) ^(D)	\$69,500.00

Local Available: Yes
 MWBE Available: Yes
 Total Sent: 491
 MWBE Sent: 74
 Total Received: 8
 MWBE Received: 2
 Vendor Federally Debarred/Suspended: No