



Fulton County Board of Commissioners
Agenda Item Summary

18-0955

BOC Meeting Date

12-19-18

Requesting Agency

#18-0955

Office of External Affairs

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of recommended proposal - Department of External Affairs, RFP# 18RFP082918K-DJ, Intergovernmental and Interagency Affairs Services in the amount of \$186,000.00 with Peachtree Government Relations (Atlanta, GA) to provide Intergovernmental and Interagency Affairs Services. Effective January 1, 2019 with two renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with the Purchasing Code Sections 102-374 or 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: Provide Intergovernmental and Interagency Affairs services on state and federal issues for Fulton County Government.

Community Impact: The purpose of this contract is to assist Fulton County in representing our legislative priorities to state and federal lawmakers.

Department Recommendation: Recommend approval of contract.

Project Implications: Funds for this contract are available in the proposed 2019 budget.

Community Issues/Concerns: None.

Department Issues/Concerns: None.

History of BOC Agenda Item: Fulton County's current Intergovernmental/Interagency Affairs contract will expire on December 31, 2018. A new RFP was issued in September 2018.

Agency Director Approval

County Manager's Approval

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

18-0955

Continued

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$186,000
Prime Vendor:	Peachtree Government Relations
Prime Status:	Asian American Male Business Enterprise Non-Certified
Location:	Atlanta, GA
County:	Fulton County
Prime Value:	\$27,900.00 or 15.00%
Subcontractor:	Ohio River South
Subcontractor Status:	African American Male Business Enterprise Non-Certified
Location:	Atlanta, GA
County:	Fulton County
Contract Value:	\$65,100.00 or 35.00%
Subcontractor:	Cornerstone Government Affairs
Subcontractor Status:	Non-Minority
Location:	Washington DC
County:	Washington County
Contract Value:	\$93,000.00 or 50.00%
Total Contract Value:	\$186,000.00 or 100.00%
Total M/FBE Value:	\$93,000.00 or 50.00% Click here to enter text.

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	20	4	12	36
No. Bids Received:	3	1	0	4
Total Contract Value	\$186,000.00 or 100%			
Total M/FBE Values	\$93,000.00 or 50%			
Total Prime Value	\$93,000.00 or 50%			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
100-130-1305-1160: General, External Affairs, Professional Services - \$186,000.00 (Pending BOC approval of FY2019 budget)				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Evaluation Committee Recommendation Memo Exhibit 2: Contractor Performance Memo				
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			
Jessica Corbitt, Director, Office of External Affairs, (404) 612-8303				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: No	Previous Contracts: No		
Solicitation Number: 18RFP082918K-DJ	Submitting Agency: Office External Affairs	Staff Contact: Jessica Corbitt	Contact Phone: (404) 612-8303

Description: To provide Intergovernmental/Interagency Affairs Services

FINANCIAL SUMMARY

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: \$186,000.00	Amount: \$93,000.00 or 50% Click here to enter text.
TOTAL: \$186,000.00	Amount: . %: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/> Cash
Match Required: .	<input type="checkbox"/> In-Kind
Start Date: .	<input type="checkbox"/> Approval to Award
End Date: .	<input type="checkbox"/> Apply & Accept
Match Account \$: .	

Funding Line 1: 100-130-1305-1160 (Pending BOC approval of FY2019 budget)	Funding Line 2: Click here to enter text.	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2019	End Date: 12/31/2019
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Corbitt, Jessica	Date: 12/3/2018
X.	County Attorney:	Ringer, Cheryl.	Date: 12/3/2018.
X.	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia.	Date: 12/3/2018.
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 12/3/2018
.	Grants Management:	.	Date: .
.	County Manager:	.	Date: .



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: November 28, 2018

PROJECT: 18RFP082918K-DJ, Intergovernmental & Interagency Affairs Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Department of External Affairs.

Four (4) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Georgia Public Affairs
2. Peachtree Government Relations
3. Southern Strategy Group of Georgia
4. Troutman sanders Strategies

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Peachtree Government Relations with a total score of 90.87, is the recommended vendor for the award of 18RFP082918K-DJ, intergovernmental & interagency Affairs Services.

18-0955

Evaluation Committee Recommendation Letter

November 28, 2018

Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

Jessica Corbitt

Jessica Corbitt, Director

External Affairs

Dick Anderson

Dick Anderson, County Manager

Fulton County

Fran Calhoun

Fran Calhoun, Division Manager

External Affairs

Sharon Whitmore

Sharon Whitmore

Chief Financial Officer

Anna Roach

Anna Roach, Chief Strategy Officer

County Manager

EVALUATION CRITERIA	WEIGHT	Peachtree Government Relations	Georgia Public Affairs	Troutman Sanders Strategies	Southern Strategy Group of Georgia
Project Plan Approach/To Work	25%	22.50	18.75	18.75	15.00
Qualifications of Key Personnel	18%	17.10	13.50	15.30	12.60
Relevant Project Experience	20%	19	16.00	15.00	15.00
Availability of Key Personnel	15%	12.75	12.00	10.50	9.75
Local Preference	5%	5	5	5	5
Service Disabled Veterans Preference	2%	0	0	0	0
Cost	15%	14.52	15.0	9.0	12.86
TOTAL SCORE:	1.00	90.87	80.25	73.55	70.21



INTER-OFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Interim Director of
Purchasing and Contract Compliance

FROM: Jessica Corbitt, Director
Office of External Affairs

DATE: December 3, 2018

SUBJECT: Contractor Performance Memo

The contractor listed below has never served as a Prime Contractor providing Legislative Liaison or lobbying services for Fulton County. They served as a subcontractor to another firm from October 2014 to the present and met the requirements of the contract.

Project No: 14RFP0721K-DJ

Project Title: Intergovernmental & Interagency Affairs Services

Contractor: Peachtree Government Relations
1100 Peachtree Street, NE
Suite 675
Atlanta, GA 30303