



Fulton County Board of Commissioners
Agenda Item Summary

18-1020

BOC Meeting Date
 12/19/2018

Requesting Agency
 Finance

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval of recommended proposal - Finance Department, #18RFP04122018C-BKJ, Unemployment Services in the amount of \$6,400 with Strategic Cost Control Inc. d/b/a Corporate Cost Control (Winter Park, FL) to provide unemployment claims administrative. Effective January 1, 2019 through December 31, 2019 with two renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*
 In accordance with Purchasing Code Section 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: This contract provides unemployment claims administrative services which includes comprehensive claims determination; hearings management and representation; handling appeals with the Georgia Department of Labor; verification of quarterly benefits charges; recording keeping and reporting.

On August 1, 2018, the Board of Commissioners approved Agenda Item #18-0499 to Equifax, Inc. to provide unemployment services. After multiple attempts, the County was unable to get the needed information in order to execute the contract. There has been no response in two months, therefore after a final attempt, the County determined it was in its best interest to rescind the award and to make a recommendation to award to the next top ranked proposer. The request to rescind the award will be presented on the December 19, 2018 BOC Meeting.

Community Impact: None

Department Recommendation: The Finance Department recommend contract award to Corporate Cost Control to administer unemployment administrative services on behalf of the County.

Project Implications: None

Community Issues/Concerns: None

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)

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Continued

Department Issues/Concerns: None

History of BOC Agenda Item: New Procurement

Contract Compliance Information

(Provide Contractor and Subcontractor details.)

Contract Value: \$6,400.00
Prime Vendor: Strategic Cost Control Inc. DBA Corporate Cost Control
Prime Status: Non-Minority
Location: Roswell, GA
County: Fulton County
Prime Value: \$6,400.00 or 100.00%

Total Contract Value: \$6,400.00 or 100.00%
Total M/FBE Value: \$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	5	0	0	5
No. Bids Received:	2	0	0	2
Total Contract Value \$6,400.00 or 100.00%				
Total M/FBE Values \$-0-				
Total Prime Value \$6,400.00 or 100.00%				
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 725-999-P001-1060: Risk Management Fund, General, Unemployment Insurance – \$6,400.00				
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 Letter Exhibit 2: Contractor Performance Report				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Melissa Barnett, Employee Benefits Manager, Finance, 404.612.4243				

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: 18RFP04122018C-BKJ	Submitting Agency: Finance	Staff Contact: Melissa Barnett	Contact Phone: 404-612-4243

Description: To provide unemployment claims administrative

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount: .		Amount: .	%: .
Previous Adjustments: .		Amount: .	%: .
This Request: \$6,400.00		Amount: \$-0-	0% .
TOTAL: \$6,400.00		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: 725-999-P001-1060	Funding Line 2: .	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: Two Renewals

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 11/5/2018
X	County Attorney:	Ringer, Cheryl	Date: 12/7/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/7/2018
X	Finance/Budget Analyst/Grants Admin:	McNair, Sherri	Date: 11/6/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/10/2018



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: June 8, 2018

PROJECT: 18RFP04122018C-BKJ, Unemployment Insurance 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 Finance Department.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Corporate Cost Control
2. Equifax, Inc.

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 Equifax, Inc. with a total score of **79.50**, is the recommended vendor for the award of 18RFP04122018C-BKJ, Unemployment Insurance Services.

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.

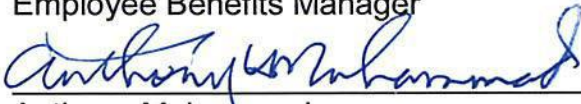
SELECTION COMMITTEE MEMBERS:



Joshua Humphries
Human Resource Manager



Melissa Barnett
Employee Benefits Manager



Anthony Muhammad
Management Analyst

Evaluation Committee Recommendation Letter

June 8, 2018

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EVALUATION CRITERIA	WEIGHT	Corporate Cost Control	Equifax, Inc.
Project Plan/Approach to Work	25%	20.83	20.83
Qualifications of Key Personnel	20%	16.67	16.67
Relevant Project Experience/Past Exp.	20%	18.33	13.33
Availability of Key Personnel	13%	9.75	8.67
Local Preference	5%	0.000	5.000
Service Disabled Veterans Preference	2%	0.000	0.000
Total Technical Scores		65.58	64.50
Cost	15%	6.56	15.00
TOTAL SCORE:		72.15	79.50

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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/1/2017	6/1/2017		1/1/2017	12/31/2017
PO Number				PO Date
Department	Finance			
Bid Number	15RFP98000C-MT			
Service Commodity	Unemployment Services			
Contractor	Corporate Cost Control			

- 0 = Unsatisfactory *Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.*
- 1 = Poor *Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.*
- 2 = Satisfactory *Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor program adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.*
- 3 = Good *Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.*
- 4 = Excellent *Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.*

1. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

0

1

2

3

4

Vendor has worked with staff to provide good unemployment claims services. Vendor representatives responds to inquiries in a timely manner.

2. Timeliness of Performance (-Wore Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

0

1

2

3

4

Unemployment claims have been handled in a timely manner. Hearing and Appeals are attended and requested as appropriate.

3. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

0

1

2

3

4

Staff has requested additional information and response times have been good.

4. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

Comments:

0

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staff has been satisfied with the quality of service provided.

- 2
- 3
- 4

5. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- 0
- 1
- 2
- 3
- 4

Comments:

Their personnel provide quick response to requests. The key personnel has the appropriate credential and experience and is available as needed.

Overall Performance Rating:	3.0		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature		Date
HAKEM OSHIKOYA			10/12/2017