



Fulton County Board of Commissioners  
**Agenda Item Summary**

# 18-0943

**BOC Meeting Date**

12-19-18

**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 RFP# 18RFP355055C-BKJ, Bond Disclosure Dissemination Agent services in the amount of \$20,000.00 with Springsted, Inc. to provide bond disclosure dissemination services. Effective Dates: 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 and 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:** Fulton County outstanding bonds subject to SEC Rule 15c2-12 possess requirements to file annual information, notices, and other event driven information. This outside independent company will compile and maintain undertaking requirements, provide notice of and file ratings changes, offer ongoing training, and file provided information to and in accordance with secondary municipal bond market securities requirements.

**Community Impact:** No direct impact other than maintaining compliance with bond requirements.

**Department Recommendation:** Finance recommends approval.

**Project Implications:** Will assist County efforts to comply with applicable laws regarding issuance of municipal bonds.

**Community Issues/Concerns:** None noted.

**Department Issues/Concerns:** None noted.

**History of BOC Agenda Item:** New Procurement.

**Contract Compliance Information**

*(Provide Contractor and Subcontractor details.)*

Agency Director Approval		County Manager's Approval
<b>Typed Name and Title</b> Felicia Strong-Whitaker	<b>Phone</b> 404-612-5800	
<b>Signature</b>	<b>Date</b>	

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

# # 18-0943

Continued

**Contract Value:** \$20,000.00  
**Prime Vendor:** **Springsted, Inc.**  
**Prime Status:** **White Female Business Enterprise – Non Certified**  
**Location:** Newnan, GA  
**County:** Coweta County  
**Prime Value:** \$20,000.00 or 100.00%

**Total Contract Value:** **\$20,000.00 or 100.00%**  
**Total M/FBE Value:** **\$20,000.00 or 100.00%**

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:	15	3	1	19
No. Bids Received:	0	0	1	1
<b>Total Contract Value</b>	\$20,000.00 or 100.00%			
<b>Total M/FBE Values</b>	\$20,000.00 or 100.00%			
<b>Total Prime Value</b>	\$20,000.00 or 100.00%			
<b>Fiscal Impact / Funding Source</b>	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
General, Non-Agency, Professional services				
<b>Exhibits Attached</b>	<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				
<b>Source of Additional Information</b>	<i>(Type Name, Title, Agency and Phone)</i>			
Hakeem Oshikoya, Director, 404-612-7641				

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker	<b>Phone</b> 404-612-5800	
<b>Signature</b>	<b>Date</b>	

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

**Procurement**

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> No		
<b>Solicitation Number:</b> 18RFP355055C-BKJ	<b>Submitting Agency:</b> Finance	<b>Staff Contact:</b> Hakeem Oshikoya	<b>Contact Phone:</b> 404-612-7641

**Description:** To provide bond disclosure dissemination services.

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	\$20,000.00	Amount: .	%. .
Previous Adjustments:	\$ 0.00	Amount: .	%. .
This Request:	\$20,000.00	Amount: \$20,000.00 or 100.00%	.
<b>TOTAL:</b>	<b>\$20,000.00</b>	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 \$: .		

<b>Funding Line 1:</b> 100-999-S200-1160	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

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

**ROUTING & APPROVALS**  
(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 11/6/2018
X	County Attorney:	Ringer, Cheryl	Date: 11/28/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/28/2018
X	Finance/Budget Analyst/Grants Admin:	McNair, Sherri	Date: 11/6/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/29/2018



# INTEROFFICE MEMORANDUM

# 18-0943

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** October 31, 2018

**PROJECT:** 18RFP355055C-BKJ, Bond Disclosure Dissemination Agent

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.


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

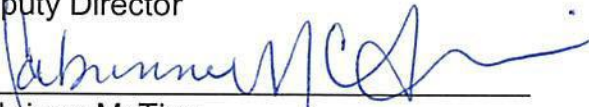
1. Springsted, Inc.


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 **Springsted, Inc.** with a total score of **69.67**, is the recommended vendor for the award of 18RFP355055C-BKJ, Bond Disclosure Dissemination Agent.

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:**

  
\_\_\_\_\_  
Ray Turner  
Deputy Director

  
\_\_\_\_\_  
Sabrina McTier  
Controller

  
\_\_\_\_\_  
James Husserl  
Budget Manager

EVALUATION CRITERIA	WEIGHT	SPRINGSTED, INC.			
Project Plan/Approach to Work	20%	13.33			
Qualifications of Key Personnel	20%	15.00			
Relevant Project Experience/Past Exp.	20%	13.33			
Availability of Key Personnel	20%	15.00			
Local Preference	5%	0.00			
Service Disabled Veterans Preference	2%	0.00			
<b>**Total Technical Scores**</b>		<b>56.67</b>			
Cost	13%	13.00			
<b>TOTAL SCORE:</b>		<b>69.67</b>			

INTER-OFFICE MEMORANDUM



TO: Felecia Strong-Whitaker, Director of Purchasing  
And Contract Compliance

FROM: Hakeem Oshikoya, Finance Director *[Signature]*

SUBJECT: Contractor Performance Report (CPR)-Memo

DATE: November 6, 2018

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The Contractor listed below to our knowledge has not provided any professional services or goods for the Fulton County Finance Department.

PROJECT: Bond Dissemination Agent Services  
PROJECT #: 18RFP355055C-BKJ  
CONTRACTOR: Springsted, Inc.  
30 Island Point  
Newnan, GA 30263  
POC: Tony King, CIPMA, VP and Client Representative  
PHONE: 770-252-7988

Please contact me with any further questions or comments at 404-612-7641.