



TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: July 1, 2014

TITLE: Motion to approve final ranking and commencement of contract negotiations for procurement card services - Request for Qualifications (RFQ) 745-11328

Recommendation

It is recommended that the City Commission approve the final ranking and authorize the commencement of contract negotiations for procurement card services with the top ranked proposer SunTrust Banks, Inc.

Background

The City solicited proposals from financial institutions to provide procurement card services for the City of Fort Lauderdale.

The timeline for this solicitation process included the following:

- April 2014 - RFQ 745-11328 was opened with six proposals received. Proposals were received from Fifth Third Bank, JPMorgan Chase Bank, N.A., SunTrust Banks, Inc., TD Bank, N.A., Wells Fargo Bank, N.A. and Visa, Inc.
- June 2014 -The evaluation committee, consisting of Jamilla Prince – Accounts Payable Supervisor, Reina Gonzalez – Administrative Assistant II, Bruce Freund – Accountant I and Paul Vanden Berge – Budget Coordinator met with Richard Ewell - Procurement Specialist II, to evaluate and rank the proposers. Visa, Inc. was found non-responsive by the committee for not meeting the minimum qualifications of the RFQ. The committee then ranked the remaining proposals. The firms' qualifications including years of experience, licenses, and insurance were considered. Qualifications of project team including personnel used for the project, project managers, sub-consultants, approach to scope of work, and references were examined. Based on the evaluation criteria, the committee ranked the proposals as follows.

| | | Fifth Third Bank | TD Bank | JPMorgan | Wells Fargo | SunTrust Banks, Inc. |
|--|-----|------------------|---------|----------|-------------|----------------------|
| EVALUATION CRITERIA | | RANK | RANK | RANK | RANK | RANK |
| Qualifications of firm including years of experience, licenses, insurance and other pertinent information | 25% | 5 | 4 | 3 | 2 | 1 |
| Qualification of Project Team including personnel used for the project, project manager, sub-consultants and joint ventures. | 25% | 5 | 4 | 3 | 2 | 1 |
| Approach to Scope of Work | 25% | 5 | 4 | 3 | 2 | 1 |
| References | 25% | 5 | 4 | 3 | 2 | 1 |
| Overall Ranking | | 5 | 4 | 3 | 2 | 1 |

During the review and comparison of proposals, the local business preference of 5% granted to Fifth Third Bank, 7.5% granted to JPMorgan and SunTrust and 10% granted to TD Bank and Wells Fargo was incorporated into the ranking. The committee ranked SunTrust Banks, Inc. first, Wells Fargo second, JPMorgan third, TD Bank fourth and Fifth Third Bank fifth.

Staff is requesting approval to negotiate a contract with the top ranked firm, SunTrust Banks, Inc.

Copies of proposals are available upon request in Procurement Services.

Resource Impact

There is no fiscal impact to the City for this item

Strategic Connections:

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are United*

Attachment

Exhibit 1 – Evaluation Committee Tabulation 745-11328

Prepared by: Richard Ewell, Procurement Specialist II
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