



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#15-1100

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

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

DATE: October 6, 2015

TITLE: Motion to Approve Final Ranking and Authorize Commencement of
Contract Negotiations for Payment Kiosk Services

Recommendation

It is recommended that the City Commission approve the final ranking and authorize the commencement of contract negotiations for payment kiosk services with top ranked qualifier, Global Express Money Orders, Inc. (Global).

Background

The City solicited a Request for Qualifications (RFQ) from vendors to provide payment kiosk services for the City of Fort Lauderdale at the drive-thru at City Hall.

The timeline for this solicitation process included the following:

- March 2015 – RFQ 755-11580 was opened with two qualifications received from Global and EZ Card Services (EZ Card).
- June 2015 – The evaluation committee, consisting of Susan Kelly, Technology Strategist; Keela Black Davis, Administrative Assistant II; and Athena Gilliam, Senior Accounting Clerk, met with Richard Goodnight, Senior Procurement Specialist, to evaluate and rank the qualifications. During the meeting, the committee decided that demonstrations from both vendors were needed.
- July 9, 2015 - Each firm was invited to make a presentation to the evaluation committee. Global provided an oral presentation and EZ Card provided their presentation via the web.
- July 17, 2015 - The evaluation committee met to evaluate and rank the two qualifications. The firm's 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 reviewed. Based on the evaluation criteria, the committee ranked the qualifications as follows:

		EZ CARD	GLOBAL
EVALUATION CRITERIA		RANK	RANK
Qualifications of firm including years of experience, licenses, insurance and other pertinent information	25%	2	1
Qualification of Project Team including personnel used for the project, project manager, sub-consultants and joint ventures.	25%	2	1
Approach to Scope of Work	25%	1	2
References	25%	2	1
Overall Ranking		2	1

Staff is requesting approval to negotiate a contract with the first ranked firm, Global.

Pursuant to Section 2-194 (a) Code of Ordinances of the City of Fort Lauderdale, Florida, due to the type of product being purchased, the determination has been made that the use of competitive sealed bidding is either not practicable or not advantageous to the city and an award or a contract may be entered into by use of the competitive sealed proposals method or the request for qualifications method.

Resource Impact

There is no current fiscal impact to the City.

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 2035 Vision Plan: We Are Community*.

Attachment(s)

Exhibit 1 – Evaluation Committee Ranking

Exhibit 2 – Global Proposal

Exhibit 3 – EZ Card Proposal

Prepared by: AnnDebra Diaz, Finance
Linda Blanco, Finance

Department Director: Kirk Buffington, Finance