


**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor

Mayor Timothy M. Keller

**INTER-OFFICE MEMORANDUM**

March 9, 2023

**TO:** Pat Davis, President, City Council

**FROM:** Timothy M. Keller 

**SUBJECT:** Mayor's Recommendation of Award (ROA) for RFP No. RFP-2023-343-OCC-EV, "Personnel Hearing Officers"

The City of Albuquerque's Office of the City Clerk in conjunction with the Department of Finance, Purchasing Division, issued the RFP for Personnel Hearing Officers.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on September 29th, 2022 and advertised in the Albuquerque Journal on October 2nd, 2022.


The City received three (3) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposals, Rita G. Siegel, LLC earned a top score of 712 points followed by Ripley B. Harwood, PC with a score of 567 points and Coppler Law Firm P.C. with a score of 553 points. The ad hoc committee found Rita G. Siegel, LLC, Ripley B. Harwood, PC and Coppler Law Firm P.C. to all be both responsive and qualified and recommends an award to Rita G. Siegel, LLC, Ripley B. Harwood, PC and Coppler Law Firm P.C.

I concur with this recommendation.

The City of Albuquerque's Office of the City Clerk will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2023-343-OCC-EV, "Personnel Hearing Officers"

Approved:



\_\_\_\_\_  
Lawrence Rael Date  
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:



\_\_\_\_\_  
Lauren Keefe  
City Attorney

3/27/2023 | 5:26

Date

DS DS  
DM MDT  
ME

Recommended:

DocuSigned by:



\_\_\_\_\_  
Ethan Watson  
City Clerk

3/23/2023 | 12:30 PM PDT

Date

# Cover Analysis

## **1. What is it?**

A request for proposals (RFP) was issued as required by City Ordinance §3-1-26 Personnel Hearing Officer. The City of Albuquerque is awarding contracts to provide Personnel Hearing Officer services to Coppler Law Firm P.C., Ripley Harwood, and Rita G. Siegel as a result of the RFP-2023-343-OCC-EV.

## **2. What will this piece of legislation do?**

This Executive Communication will approve the RFP committee recommendation of award of contract for: Coppler Law Firm P.C., Ripley Harwood, and Rita G. Siegel to provide personnel hearing officer services.

## **3. Why is this project needed?**

Personnel Hearing Officer services are required per §3-1-26 of the City of Albuquerque Code of Ordinances.

## **4. How much will it cost and what is the funding source?**

The contracts awarded and approved through this legislation will be funded from City Council appropriations from the General Fund to the budget of the Administrative Hearing Office. The contracts are \$60,000 for Coppler Law Firm P.C, \$20,000 for Ripley Harwood, and \$20,000 for Rita G. Siegel for a total of \$100,000 over a two-year period. Funding is through Fund 110, Department Number 1320000.

## **5. Is there a revenue source associated with this Plan? If so, what level of income is projected?**

There is no revenue source associated with this contract.

**FISCAL IMPACT ANALYSIS**

TITLE: Executive Communication - Recommendation of Award  
RFP-2023-343-OCC-EV, "Personnel Hearing Officers"

R: O:  
FUND: 110 General Fund

DEPT: Office of the City Clerk

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	Fiscal Years			
	2023	2024	2025	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses				-
Property				-
Indirect Costs	-	-	-	-
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<input checked="" type="checkbox"/> Estimated revenues not affected				
<input type="checkbox"/> Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

These estimates do not include any adjustment for inflation.

\* Range if not easily quantifiable.

Number of Positions created

**COMMENTS: Funding is included in the FY24 Budget**

**COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:**

PREPARED BY:

DocuSigned by:  
Rachel Rodarte  
FISCAL ANALYST

APPROVED:

DocuSigned by:  
Ethan Watson 3/23/2023 | 12:30 PM PDT  
DIRECTOR (date)

REVIEWED BY:

DocuSigned by:  
Haiyan Zhao  
EXECUTIVE BUDGET ANALYST

DocuSigned by:  
Laurence L. Davis 3/27/2023 | 4:19 PM  
BUDGET OFFICER (date)

DocuSigned by:  
Christine Boerner  
CITY ECONOMIST



# City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

## Interoffice Memorandum

Date 2/9/2023 | 2:49 PM MST

**TO:** Lawrence Rael, Chief Administrative Officer  
**FROM:** Ethan D. Watson, City Clerk  
**SUBJECT:** Recommendation of Award –  
RFP Number: RFP-2023-343-OCC-EV  
RFP Name: Personnel Hearing Officers

DS  
EW

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the City Clerks' Office for Personnel Hearing Officers.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were three (3).

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to Coppler Law Firm P.C., Ripley B. Harwood, PC and Rita G. Siegel, LLC.

I concur with this recommendation. Listed below are the composite scores for the three responses received:

COMPANY NAME	SCORE
Rita G. Siegel, LLC	712
Ripley B. Harwood, PC	567
Coppler Law Firm P.C.	553

The Department that will be managing this contract is the City Clerk's Office.

Approved:

DocuSigned by:

2/9/2023 | 3:53 PM MST

Lawrence Rael (Date)  
Chief Administrative Officer

Attachment: Scoring Summary



## RFP-2023-343-OCC-EV - Personnel Hearing Officers Scoring Summary

Supplier	Total / 1,000.00 pts	A - Evaluation Factors / 1,000.00 pts	A-1 - The Offeror's general approach and plans to meet the requirements of the RFP. / 200 pts	A-2 - The Offeror's Professional qualifications. / 200 pts	A-3 - The Offeror's current experience. Describe how the Offeror's experience directly relates to Scope of Services in Part 3. / 150 pts	A-4 - The Offeror's past experience on contracts for services of similar scope and size. Describe how the Offeror's experience directly relates to Scope of Services in Part 3. / 150 pts	A-5 - Writing Sample. / 300 pts
Rita G. Siegel, LLC	712	712	162	130	100	108	212
Ripley B. Harwood, PC	567	567	50	130	93	85	208
Coppler Law Firm P.C.	553	553	67	143	97	92	155