



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

EC-19-486

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

September 19, 2019

TO: Klarissa J. Peña, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. 2019000050 "Personnel Hearing Officers"

The City of Albuquerque's Clerks Office in conjunction with the Department of Finance, Purchasing Division, issued the RFP for personnel hearing officers with the intent to award multiple contracts.

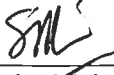
The RFP was posted on the Purchasing E-Procurement, Sicomm.net website on February 22, 2019 and advertised in the Albuquerque Journal on February 24, 2019. The City received eight (8) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring all the proposals, the highest-ranking proposals were Judith Durzo earning a score of 896 points, Rita Siegel, LLC. earning a score of 882 points, Ripley B. Harwood earning a score of 836, Patrick Bingham earning a score of 691 and William Babington earning a score of 672 points. The ad hoc committee found Judith Durzo, Rita Siegel, LLC, Ripley B. Harwood, Patrick Bingham and William Babington all to be both responsive and qualified and recommends an award to each of these offerors.

I concur with this recommendation.

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

Mayor's Recommendation of Award (ROA) for RFP No. 2019000050 "Personnel Hearing Officers"

Approved:

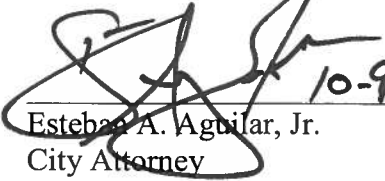


Sarita Nair
Chief Administrative Officer

10/15/19

Date

Approved as to Legal Form:



Esteban A. Aguilar, Jr.
City Attorney

10-9-19

Date



Recommended:



Katy Duhigg, City Clerk

10/7/19

Date

Cover Analysis

1. What is it? Executive Communication recommending award of contracts to the five highest ranking proposals submitted in response to a Request for Proposals for Personnel Hearing Officers.

2. What will this piece of legislation do? This legislation will approve of the Recommendation of Award by the Mayor regarding the top-scoring hearing officers.

3. Why is this project needed? The City periodically needs new hearing officers.

4. How much will it cost and what is the funding source? The Office of the City Clerk is budgeted money to retain contract hearing officers. We anticipate issuing five contracts of ten thousand dollars (\$10,000.00) each.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected? No.

FISCAL IMPACT ANALYSIS

TITLE: Issuance of contracts to Personnel Hearing Officers

EC

FUND: 110

DEPT: City Clerk

- [X] 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:

	2020	Fiscal Years 2021	2022	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses	-	-	-	-
Capital/Property	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
<input type="checkbox"/> [] Estimated revenues not affected				
<input checked="" type="checkbox"/> [x] Estimated revenue impact				
Amount of Grant	-	-	-	-
City Cash Match	-	-	-	-
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -
City Inkind Match	\$ -	\$ -	\$ -	\$ -

For out years, these estimates do not include any adjustment for inflation.
 * Range if Revenue not easily quantifiable

Number of Full-Time Positions Existing _____ New _____

COMMENTS:

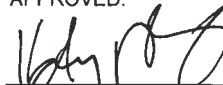
COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

Funding is included in the FY/20 budget in the Administrative Hearing program for contracts issued for personnel hearing officers.

PREPARED BY:

APPROVED:

Ethan Watson (Department does not have a fiscal manager)
 FISCAL/PROGRAM ANALYST


 DIRECTOR 10/7/19
 (date)

REVIEWED BY:

 10/9/19  10/10/19  10/10/19
 EXECUTIVE BUDGET ANALYST BUDGET OFFICER CITY ECONOMIST



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

July 19, 2019

TO: Sarita Nair, Chief Administrative Officer

FROM: Katy Duhigg, City Clerk *VD*

SUBJECT: **Recommendation of Award: RFP No. 2019000050, "Personnel Hearing Officers"**

The City of Albuquerque Clerks Office in conjunction with the Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation. The solicitation was posted on the purchasing website and advertised in the Albuquerque Journal. Eight responses were received for evaluation.

The ad hoc evaluation committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends an award of contract the following multiple vendors, Judith Durzo, Rita Siegel, LLC., Ripley B. Harwood, Patrick Bingham and William Babington. I concur with this recommendation. Listed below are the composite scores for the responses received:

OFFEROR	SCORE	RANK
Judith Durzo	896	1
Rita Siegel, LLC.	882	2
Ripley B. Harwood	832	3
Patrick Bingham	691	4
William Babington	672	5
Kerry Kiernan	501	6
Walsh, Gallegos, Trevino Russo & Kyle P.C.	423	7
Joel M. Young	305	8

The City of Albuquerque's Clerks Office will manage these contracts.

Approved:

SM

Sarita Nair, Chief Administrative Officer *7/26/19*
Date

Attachment: Score Sheet/Campaign Reports
Original: Purchasing file P2019000050

AD HOC COMMITTEE RESULTS
RFP P2019000050
Personnel Hearing Officer

	Offeror	Judith Durzo	Patrick Bingham	Joel Young	Rita Siegel	Walsh, Gallegos, Trevino	William Babington	Kerry Kiernan	Ripley Hardwood
Ad Hoc Committee									
Evaluator 1		899	766	376	912	575	702	566	772
Evaluator 2		847	550	316	912	320	497	392	811
Evaluator 3		952	747	252	875	305	724	613	901
Evaluator 4		992	655	301	947	339	743	519	925
Evaluator 5		792	739	281	766	575	692	417	752
TOTAL		4481	3457	1526	4411	2115	3358	2507	4161

***Rank**

Proposal
evaluation

Judith Durzo	896
Rita Siegel	882
Ripley Hardwood	832
Patrick Bingham	691
William Babington	672
Kerry Kiernan	501
Walsh, Gallegos, Trevin	423
Joel Young	305

* Rank is calculated by total points scored from all evaluators and dividing by number of evaluators in the committee.

Campaign Contributors Report

Thursday, July 25, 2019

Page 1 of ?

For the period of Jul 25, 2017 to Jul 25, 2019

Prompt Values Entered: NOTHING SELECTED, Rita Siegel

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Thursday, July 25, 2019

Page 1 of ?

For the period of Jul 25, 2017 to Jul 25, 2019

Prompt Values Entered: NOTHING SELECTED, Judith Durzo

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Thursday, July 25, 2019

Page 1 of ?

For the period of Jul 25, 2017 to Jul 25, 2019

Prompt Values Entered: NOTHING SELECTED, William Babington

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Thursday, July 25, 2019

Page 1 of ?

For the period of Jul 25, 2017 to Jul 25, 2019

Prompt Values Entered: NOTHING SELECTED, Patrick Bingham

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Thursday, July 25, 2019

Page 1 of ?

For the period of Jul 25, 2017 to Jul 25, 2019

Prompt Values Entered: NOTHING SELECTED, Ripley Hardwood

No Records Found

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