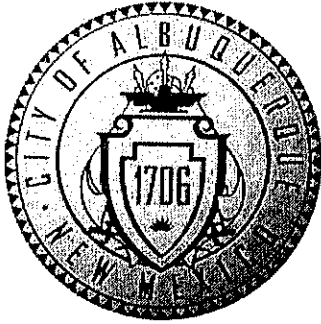


EC-20-170

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor




Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

September 14, 2020

TO: Pat Davis, President, City Council

FROM: Timothy M. Keller 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP-2020-059-DFA-IC
"COVID-19 Cost Recovery Services"

The City of Albuquerque's Finance and Administrative Services Department, Strategic Support Program in conjunction with the Purchasing Division, issued the RFP for COVID-19 Cost Recovery Services.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on June 26, 2020 and advertised in the Albuquerque Journal on July 8, 2020.


The City received ten (10) 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 proposal, Guidehouse Inc., earned the highest score of 872 points. The ad hoc committee found Guidehouse Inc. to be both responsive and qualified and recommends an award to Guidehouse Inc.

I concur with this recommendation.

The City of Albuquerque's Finance and Administrative Services Department, Strategic Support Program will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2020-059-DFA-IC "COVID-19 Cost Recovery Services"

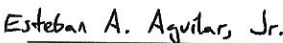
Approved:



Sarita Nair
Chief Administrative Officer


9/23/20
Date

Approved as to Legal Form:


DocuSigned by:


Esteban A. Aguilar, Jr.
City Attorney

9/16/2020 | 1:16 PM MDT
Date

DS


Recommended:

DocuSigned by:


Renee Martinez
Director of Finance and Administrative Services

9/15/2020 | 10:35 AM PDT
Date

Cover Analysis

1. What is it? Legislation to approve the Recommendation of Award for RFP-2020-059-DFA-IC “COVID-19 Cost Recovery Services.”

2. What will this piece of legislation do? This legislation will approve the Recommendation of Award for RFP-2020-059-DFA-IC “COVID-19 Cost Recovery Services” and authorize the City to move forward with an award of contract.

3. Why is this project needed? The City requires consulting service assistance to support its COVID-19 response and recovery operations; to expedite financial recovery and mitigation through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program, CARES Act and other federal and state programs; and to ensure full compliance with all federal, state, and local laws in order to limit any subsequent audits and reviews.

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

CARES funding in the amount of \$350,000 will be utilized.

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

Revenue is not associated with this plan.

FISCAL IMPACT ANALYSIS

TITLE: Legislation to approve the Recommendation of Award for RFP-2020-059-DFA-IC "COVID-19 Cost Recovery Services" R: O:\$350,000
 FUND: 265
 DEPT: DFAS

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			Total
	2021	2022	2023	
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses		-		-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
<input 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	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.
 * Range if not easily quantifiable.

Number of Positions created

COMMENTS: This legislation will approve the Recommendation of Award for RFP-2020-059-DFA-IC "COVID-19 Cost Recovery Services" and authorize the City to move forward with an award of contract.

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

The City requires consulting service assistance to support its COVID-19 response and recovery operations; to expedite financial recovery and mitigation through the Federal Emergency Management Agency's (FEMA)

PREPARED BY:

APPROVED:

DocuSigned by:
Dominique Velasquez
 FISCAL ANALYST

DocuSigned by:
Renee Martinez 9/15/2020 | 10:35 AM PDT
 DIRECTOR (date)

REVIEWED BY:

DocuSigned by:
Jayne Aranda
 EXECUTIVE BUDGET ANALYST

DocuSigned by:
Lawrence L. Davis 9/15/2020 | 2:08 PM
 BUDGET OFFICER (date)

DocuSigned by:
Christine Baerner
 CITY ECONOMIST



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date 8/24/2020 | 1:43 PM PDT

TO: Sarita Nair, Chief Administrative Officer

FROM: Renee Martinez, Director of Finance and Administrative Services

SUBJECT: **Recommendation of Award –**
RFP Number: RFP-2020-059-DFA-IC
RFP Name: COVID-19 Cost Recovery Services

DS
RM

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Strategic Support Program for COVID-19 Cost Recovery Services.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were ten (10).

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 Guidehouse Inc.

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

COMPANY NAME	SCORE
Guidehouse Inc.	872
Carr, Riggs & Ingram LLC.	832
BKD LLP	784

The Department that will be managing this contract is Department of Finance and Administrative Services.

Approved:

DocuSigned by:

8/26/2020 | 2:59 PM MDT



Sarita Nair (Date)
Chief Administrative Officer

Attachment: Scoring Summary





RFP-2020-059-DFA-IC - COVID-19 Cost Recovery Services

	Total	A-1 - Comprehensiveness & Completeness	A-2 - Approach	A-3 - Qualifications	A-4 - Experience
Supplier	/ 1,000.00 pts	/ 150 pts	/ 300 pts	/ 300 pts	/ 250 pts
Guidehouse Inc.	872	118	253	268	233
Carr, Riggs & Ingram, LLC	832	125	260	241	206
BKD, LLP	784	111	241	230	202
BDO USA, LLP	778	114	225	230	209
Grant Thornton	695	114	201	216	164
Integrated Solutions Consulting, Inc.	575	97	163	164	151
Deluca Advisory Services	527	97	160	140	130
Citrin Cooperman	490	89	127	157	117
Public Consulting Group	479	88	149	123	119
Booth Management Consulting, LLC	479	79	145	142	113