

EC-21-398



Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

June 10, 2021

TO: Cynthia D. Borrego, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP-2020-070-OCC-IC
"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 18, 2020 and advertised in the Albuquerque Journal September 20, 2020 as well as the New Mexico Bar Bulletin biweekly throughout the months of September thru November.


The City received six (6) 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 received, the highest scoring proposals were Coppler Law Firm, P.C. earning 959 points and Rita G. Siegel LLC earning 895 points. The ad hoc committee found Coppler Law Firm, P.C. and Rita G. Siegel LLC to be both responsive and qualified and recommends an award to Coppler Law Firm, P.C. and Rita G. Siegel LLC.

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-2020-070-OCC-IC "Personnel
Hearing Officers"

Approved:

 6/23/21

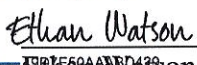
Sarita Nair Date
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:
Esteban A. Aguilar, Jr. 6/19/2021 | 10:20 AM MDT  

Esteban A. Aguilar, Jr. Date
City Attorney

Recommended:

DocuSigned by:
 6/15/2021 | 7:33 AM PDT

Ethan Watson Date
City Clerk, Office of the City Clerk

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. and Rita G. Siegel as a result of the RFP P2020-070-OCC-IC

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. 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 \$80,000 for Coppler Law Firm P.C 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-2020-070-OCC-IC, "Personnel Hearing Officers"

R: O:
FUND: 110 General Fund

DEPT: Office of the 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:

	Fiscal Years			
	2021	2022	2023	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses		-		-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
[X] Estimated revenues not affected				
[] Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

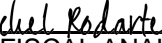
These estimates do not include any adjustment for inflation.
* Range if not easily quantifiable.

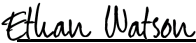
Number of Positions created

COMMENTS: Funding is included in the FY22 Budget

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

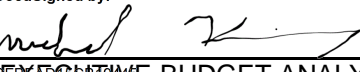
PREPARED BY: APPROVED:


DocuSigned by:

FISCAL ANALYST


DocuSigned by:

DIRECTOR

6/15/2021 | 7:33 AM PDT
(date)

REVIEWED BY:

DocuSigned by:

EXECUTIVE BUDGET ANALYST

DocuSigned by:

BUDGET OFFICER

DocuSigned by:

CITY ECONOMIST

6/16/2021 | 3:04 PM MDT
(date)



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date 5/26/2021 | 10:09 AM MDT

TO: Sarita Nair, Chief Administrative Officer

FROM: Ethan Watson, City Clerk, Office of the City Clerk

SUBJECT: **Recommendation of Award –**
RFP Number: RFP-2020-070-OCC-IC
RFP Name: Personnel Hearing Officers

DS
EW

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Office of the City Clerk 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 six (6).

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. and Rita G. Siegel.

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

COMPANY NAME	SCORE
Coppler Firm P.C.	959
Rita G. Siegel LLC	895
Ripley B. Harwood, P.C.	757

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

Approved:

DocuSigned by:

5/27/2021 | 9:46 AM MDT

Sarita Nair (Date)
Chief Administrative Officer

Attachment: Scoring Summary



RFP-2020-070-OCC-IC - Personnel Hearing Officers**Scoring Summary****Active Submissions:**

	Total	B - Evaluation Criteria	B-1 - General Approach	B-2 - Qualifications	B-3 - Current Experience	B-4 - Past Experience	B-5 - Writing Sample	C-1 - local	C-2 - small	C-3 - NM State	C-4 - NM Veteran
Supplier	/ 1,250.00 pts	/ 1,000.00 pts	/ 200 pts	/ 200 pts	/ 150 pts	/ 150 pts	/ 300 pts	/ 50 pts	/ 50 pts	/ 50 pts	/ 100
Coppler Law Firm P.C.	959	959	182	195	150	131	300	0	0	0	0
Rita G. Siegel, LLC	895	895	175	195	150	75	300	0	0	0	0
Ripley B. Harwood, PC	757	757	118	150	99	97	294	0	0	0	0
The Chacon Law	704	640	81	161	91	81	225	32	32	0	0
Murray Law firm	593	593	81	126	75	60	250	0	0	0	0

Eliminated Submissions

	A - Main Evaluation	B-1 - General Approach	B-2 - Qualification s	B-3 - Current Experience	B-4 - Past Experience	B-5 - Writing Sample	C - Preferences	C-2 - small	C-3 - NM State Reside	C-4 - NM Vetera n
Supplier	/ 0 pts	/ 200 pts	/ 200 pts	/ 150 pts	/ 150 pts	/ 300 pts	/ 250 pts	/ 50 pts	/ 50 pts	/ 100
MYNATT MARTINEZ SPRINGER P.C.	0	119	195	150	119	300	44	0	44	0

Reason: Negotiations with this Offeror were terminated do to the Offeror being unable to provide services in person as defined within the Scope of Services, Part 3 of the RFP.