

Memo

TO: SMCMUA Board

FROM: Laura Cummings, P.E., Executive Director/Chief Engineer

Date: January 29, 2014

Re: Recommendation for Award of the Project entitled "The Operation, Management, and Administration of Data Processing Services Consisting of Information Technology Managed Services"

CC: D. Rotunno, ACARDIS
S. Weiss, General Counsel
N. Buono, IT Manager
J. Congleton, CFO/Treasurer
P. Kozakiewicz, Superintendent

The Authority approved Resolution 69-13, authorizing the use of the competitive contracting process for the above referenced project.

The Authority issued a legal notice on November 15, 2013 to advertise a competitive contracting request for proposal (RFP) for "The Operation, Management, and Administration of Data Processing Services Consisting of Information Technology Managed Services". A pre-proposal meeting was held on November 22, 2013 at the Authority's office. The Authority issued a second legal notice for the same project on November 27, 2013 to provide notice of an addendum.

The proposal submittal due date was December 12, 2013. Thirteen vendors requested copies of the RFP, where a subset of five (5) of these vendors submitted proposals.

The proposal review team consisted of representatives from the ARCADIS U.S., Inc., Red Oak Consulting (Red Oak) project team including: Michael Rotunno, Project Manager and Ertan Akbas, Task Lead; and Authority staff including: Laura Cummings, Executive Director/Chief Engineer; Nicholas Buono, Information Technology Manager. Red Oak was previously contracted by the Authority to assist with this project.

The proposal submitted by Elangeni Consulting was disqualified for non-submittal of mandatory items with their proposal. Three (3) out of the four (4) remaining proposals were shortlisted where Quickteks, LLC was not included in the shortlist.

The three (3) shortlisted vendors included: Certus Technologies, Stele Infotech and Computer Systems and Methods (CSM). Interviews were scheduled with each vendor as follows: Certus Technologies, January 9th; Stele Infotech, January 9th and CSM, January 10th. All members of the proposal review team attended the interviews. Edward Taratko, SMCMUA Board Member, attended the interviews scheduled on January 9th.

Table 1 provides a summary of the final ranking and the compensation proposal comparisons. Ranking was completed in accordance with the procedure outlined in the RFP.

Based on the specified evaluation method, as the Authority's Executive Director/Chief Engineer, I recommend award of this project to Computer Systems and Methods (CSM) in accordance with the Contract Documents and Addenda. CSM was the highest ranked out of the three shortlisted vendors. Recommendation for award of the project to CSM is for an initial two (2) years at a total cost of \$198,718 with the option to extend in one (1) year increments for up to an additional five (5) years (Years 3 through 7) at the annual costs identified in Table 1. Year 1 and 2 of the project will be funded as follows: \$119,840 from the Operating Budget and \$78,878 from the Capital Budget. Years 3 through 7 would be funded from the Operating Budget.

Ranking and Cost Comparison Summary for Competitive Contracting Proposals

Table 1

The Operation, Management, and Administration of Data Processing Services Consisting of Information Technology Managed Services

Vendor	Total Score	Annual Cost Summary						Total Cost (7 years)
		Years 1 and 2	Year 3	Year 4	Year 5	Year 6	Year 7	
Computer System and Methods	377	\$ 198,718.00	\$ 60,892.00	\$ 61,893.28	\$ 62,900.20	\$ 63,937.00	\$ 64,980.28	\$ 513,320.76
Certus Technologies	368	\$ 227,056.75	\$ 100,156.84	\$ 101,959.96	\$ 103,799.08	\$ 105,675.04	\$ 107,588.56	\$ 746,236.23
Stele Infotech	332	\$ 334,999.92	\$ 110,500.00	\$ 110,999.92	\$ 111,499.96	\$ 112,000.00	\$ 112,499.92	\$ 892,499.72
Quiccteks, LLC	318	\$ 96,600.00	\$ 45,268.00	\$ 47,608.00	\$ 49,540.00	\$ 51,508.00	\$ 53,584.00	\$ 344,108.00
Elangeni Consultants	DISQUALIFIED							