

# Children’s Services Council of Leon County

P.O. Box 1816, Tallahassee, FL 32301



Date	To	From
October 14, 2021	Judge J. Sjostrom CSC Leon County Council Chair	Dr. Zandra Glenn CSC Leon County ITN Lead Negotiator

SUBJECT: Recommendation of Contract Award for Assets and Needs Assessment

### EXECUTIVE SUMMARY

Based on the finding below, the ITN Negotiation Team hereby recommends that CSC Leon award the referenced contract to **Q-Q Research**, which the Team has determined offers the greatest overall benefit in response to the requirements of the Invitation to Negotiate entitled *Assets and Needs Assessment* (the “ITN”). **The contract price is \$279,773.**

### BACKGROUND

On August 19, 2021, the CSC Leon governing council approved issuance of the ITN inviting responses from firms interested in completing a comprehensive inventory and analysis of programs currently offered in Leon County, Florida, which will provide a sound basis for future CSC Leon funding decisions. The ITN included a draft statement of work, which the governing council’s needs assessment committee (Carmen Adams Conner, Dr. Zandra Glenn, Darryl Jones, Liza McFadden, Mark O’Bryant, and Jonathan Sjostrom) developed over the course of the preceding months. The ITN also indicated that CSC Leon’s contract budget was \$300,000. Overall, the goal of the ITN is to establish a contract to provide quantifiable information necessary for CSC Leon to prioritize funding for preventive, developmental, treatment, rehabilitative and other services to children, youth and parents.

CSC Leon issued the ITN on August 20, 2021. On September, 24, CSC Leon received eight Responses. All Responses were deemed responsive. The designated ITN Evaluation Team members (Benny Bolden, Zandra Glenn, Liza McFadden, Mark O’Bryant, and Terrence Watts) independently evaluated each Response in accordance with the following high-level criteria:

- Respondent Experience, Qualifications and References (25 points)
- Specialized Expertise (20 points)
- Service Description (45 points)
- Financial Terms (5 points)
- Response Format and Contents (5 points)

On October 7, 2021, the Evaluation Team met publicly to review their collective scores and to establish a competitive range of Responses reasonably susceptible of award. The aggregated evaluation results were as follows (out of 500 possible total points):

<u>Points</u>	<u>Respondent</u>
410	Public Consulting Group
394	The George Washington University Center for Community Resilience
385	Q-Q Research Consultants
371	Downs & St. Germaine Research, Inc.
356	NLP Logix
317	Knowli Data Science
314	Forefront Consulting LLC
314	KPMG

At its public meeting, the Evaluation Team drew a clear distinction between the top four Respondents and the bottom four. The Evaluation Team was authorized to decide which one or more of the Respondents in the competitive range to advance to the negotiation phase. The Evaluation Team decided to advance the top three. Those three Respondents were notified to appear for negotiations beginning October 11, 2021.

On October 8, 2021, after receiving notice of its advancement to the negotiation phase, the George Washington University Center for Community Resilience notified the CSC Leon Purchasing Official that it had decided to withdraw its Response because of concerns that it would not have sufficient staff resources to complete the contract work in a timely manner.

## **NEGOTIATIONS AND AWARD RECOMMENDATION**

After the public meeting of the Evaluation Team on October 7, 2021, the Negotiation Team met for a closed negotiation strategy session. The Negotiation Team members (Carolyn Cummings, Zandra Glenn, Darryl Jones, Walter Sachs, and Neal Skene) had the opportunity to attend the earlier Evaluation Team meeting. Evaluation Team members also had the opportunity to attend the Negotiation Team’s closed strategy session to answer questions and to help hone the approach to negotiations. The Negotiation Team elected Zandra Glenn as the lead negotiator.

On October 11, 2021, the Negotiation Team held separate and closed negotiations with Public Consulting Group and Q-Q Research. The Negotiation Team also held closed negotiation strategy sessions. Negotiation Team member Mr. Jones could not physically attend, but the meetings were recorded and are available for review.

During the negotiation phase, the Negotiation team made no material changes to the project requirements. The major contract deliverables and due dates are:

- Key Outcomes & Measures January 14, 2022
- Comprehensive Programs Inventory April 14, 2022
- Informative Programs Inventory April 14, 2022
- Funding Options A (expedited awards) April 14, 2022
- Gap Analysis May 9, 2022
- Funding Options B June 3, 2022

On October 12, 2021, the Negotiation Team met again for a closed negotiation strategy session. After the meeting, the Purchasing Official sent each of the Respondents a written request for a revised final Response (“best and final offer”), due by noon on October 14, 2021.

On October 14, 2021, the Negotiation Team members received and reviewed the final Responses and then met in a closed negotiation strategy session. The Negotiation Team identified potential ambiguities in the final Responses. The Negotiation Team convened a brief telephone negotiation session with Q-Q research to clarify its Response. The Negotiation Team concluded it was not necessary to clarify PCG’s final Response. The Negotiation Team then concluded no further negotiations were required and that the team was prepared to formulate its recommendation of award.

The Negotiation Team then convened a public meeting to discuss the merits of the final Responses. As outlined in the ITN, the Negotiation Team considered the following selection criteria:

1. The Respondent’s demonstration of its prior relevant experience and the overall professional experience of the Respondent at providing the proposed services.
2. The Respondent’s ability and approach to meeting the ITN goals.
3. The Respondent’s ability and approach to providing the proposed services.
4. The Respondent’s pricing.

The ultimate contract award measure is “best value,” which means the expected outcome of the Contract that provides the greatest overall benefit in response to the ITN requirements.

Applying these criteria, the Negotiation Team unanimously decided to recommend **Q-Q Research** based on the following characteristics of the firm:

- Specific experience at the community engagement level far superior to its competitor.
- Approach to collect quantitative and qualitative data from every population in this community.
- Previous work with other Children’s Services Councils in Florida, including the use of a subject matter expert who served as the project manager on a previous needs assessment in South Florida.
- The willingness to work with local agencies and individuals to ensure representation throughout the process.
- Approach is more informed as to diversity and inclusion and highly valued and incorporated the specific input of the underserved. Their enhanced response to the use of the ACEs framework was substantial and well designed.
- ACES framework for informing the work was substantial and well-designed and included the expertise of Dr. Ferrante, who holds a trauma informed care certification.
- Ability to identify best practices and evidence-supported interventions from across the country.
- Certified Women and Minority owned business.
- Energy and confidence of the team, with two members of the proposed team located in Tallahassee.
- Approach to address the gaps in service and not duplicate services.
- Commitment of over 3 times the services hours at a lower price than the competitor.

**In consideration of the above, we respectfully recommend award of this contract to Q-Q Research, the best value response to the ITN with a contract amount of contract price is \$279,773.**

Respectfully,

*Zandra Glenn*

[Zandra Glenn \(Oct 14, 2021 18:09 EDT\)](#)

Zandra Glenn, Lead Negotiator  
Children’s Services Council of Leon County  
ITN Negotiation Team

Oct 14, 2021

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Date






# final award recommendation memo

Final Audit Report

2021-10-14

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