

Children’s Services Council of Leon County

P.O. Box 1816, Tallahassee, FL 32301



Date	To	From
November 4, 2022	Dr. Zandra Glenn CSC Leon County Council Chair	Brian Boyd, Spokesperson CSC Leon County RFP Solicitation Committee

SUBJECT: Recommendation for Award for Integrated Information Management Solution (Project No. 2022-01)

EXECUTIVE SUMMARY

Based on the finding below, the IIMS Solicitation Committee hereby recommends that CSC Leon award the referenced contract to Webauthor, which the Committee has determined will provide best value based on the criteria specified in the Request for Proposal entitled Integrated Information Management Solution (“RFP”). The initial contract price is \$148,500, with an annual renewal price of \$56,000.

BACKGROUND

On September 15, 2022, the CSC Leon governing council approved issuance of the RFP inviting responses from vendors interested in developing an integrated information management system (IIMS) to manage specific business functions efficiently and maximize data analysis capabilities. The RFP included a draft statement of work, which was informed by a comprehensive market research phase and request for information process earlier in the year. The RFP indicated that CSC Leon’s contract budget was \$150,000 for the initial development with additional funds available for annual maintenance and license fees. Overall, the goal of the RFP was to select a single vendor that demonstrated its ability to integrate various data sets across software solutions without extensive supplemental systems, add-ons, or customization and meet specific needs of three business modules: Grant Making and Contract Management; Performance Measurement and Information Management; and Customer Relationship Management.

CSC Leon issued the RFP on September 16, 2022. On October 14, CSC Leon received two Responses. One response was deemed non-responsive. The designated Solicitation Committee member (Brian Boyd, Roxann Campbell, Eddie Gonzalez Loumiet, Don Lindsey, and Abigail Sanders) independently evaluated the responsive Response in accordance with the following high-level criteria and sub-domains:

- Experience, Qualifications and References: 15%
- Technical Capabilities: 30%
 - Form C was autoscored (83.3%)
 - Vendor Presentation (16.6%)
- Statement of Work: 55%

<ul style="list-style-type: none"> ○ Vendor IT Environment Responsibilities (15.4%) ○ ADA Compliance (7.7%) ○ User Type & Capacity (7.7%) ○ End User & Client Operating Environment (7.7%) 	<ul style="list-style-type: none"> ○ Business Modules (15.4%) ○ Integration Services (7.7%) ○ Training Services (7.7%) ○ Documentation (7.7%) ○ Vendor Personnel (7.7%) ○ Project Management (15.4%)
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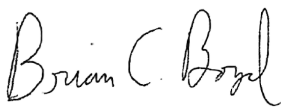
On November 3, 2022, the Committee met publicly to review their collective scores and formulate by consensus a recommendation of Contract award that will provide best value to CSC Leon.

The Committee unanimously decided to recommend Webauthor based on the following:

- Webauthor earned a 92.9% on its Form C response, demonstrating its ability to meet the technical requirement.
- Webauthor earned an 88.0% on its experience, qualifications and references, noting its extensive history working for and with multiple children’s services councils across Florida.
- Webauthor earned an 87.6% on the comprehensive evaluation of the Statement of Work.
- Webauthor submitted a price that is fair and reasonable as validated by the pre-solicitation market research.
- CSC Leon conducted a thorough and transparent competitive procurement process.

In consideration of the above, we respectfully recommend award of this contract to Webauthor, the best value response to the ITN with an initial contract amount of \$148,500 and an annual renewal price of \$56,000.

Respectfully,



Brian Boyd, Spokesperson
 Children’s Services Council of Leon County
 RFP Solicitation Committee

November 4, 2022

Date