

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20060775

**1. ACTION REQUESTED/PURPOSE:** Accept the sole Proposal received from Phase V of Southwest Florida, Inc., under RFP-06-04 LEE COUNTY VISITOR & CONVENTION BUREAU INQUIRY PROCESSING AND ELECTRONIC FULFILLMENT. Further, authorize Chairwoman to execute an agreement for an amount up to \$300,000.00 annually, with an initial contract period through September 30, 2007 with the option of renewal for two (2) additional one (1) year periods.

**2. WHAT ACTION ACCOMPLISHES:** Provides Lee County with a Vendor to provide inbound telemarketing phone service and reports, information directory, mail fulfillment data delivery and database design and maintenance services.

**3. MANAGEMENT RECOMMENDATION:** Approval recommendation.

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| <b>4. Departmental Category:</b> 01 <span style="font-size: 1.5em; margin-left: 50px;"><b>CIA</b></span>   |   | <b>5. Meeting Date:</b> <span style="font-size: 1.5em; margin-left: 20px;"><b>6-27-2006</b></span>   |
| <b>6. Agenda:</b><br><input checked="" type="checkbox"/> Consent<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Appeals<br><br><input type="checkbox"/> Public<br><input type="checkbox"/> Walk-On | <b>7. Requirement/Purpose: (specify)</b><br><input type="checkbox"/> Statute<br><input type="checkbox"/> Ordinance<br><input checked="" type="checkbox"/> Admin. Code <b>AC-4-4</b><br><input type="checkbox"/> Other | <b>8. Request Initiated:</b><br>Commissioner _____<br>Department <u>County Administration</u><br>Division <u>Visitor &amp; Convention Bureau</u><br><br>By: <u>D.T. Minich</u> |

**9. Background:**  
Request for Proposals were solicited on behalf of the Board of County Commissioners for RFP-06-04 LEE COUNTY VISITOR AND CONVENTION BUREAU INQUIRY PROCESSING AND ELECTRONIC FULFILLMENT.

The deadline for receipt of the Proposals was May 25, 2006. Contracts Management mailed a Request for Proposal to a total of 19 firms. A total of seven (7) firms downloaded the information from Contracts' website; however, only one (1) Proposal was received by the established deadline. The sole Proposal received was from a current provider for the past four years, Phase V of Southwest Florida, Inc. Staff is satisfied with the current services being provided by this Consultant; therefore, we are recommending the Board accept the sole Proposal received and authorize staff to enter into a contract with Phase V of Southwest Florida, Inc.

**10. Review for Scheduling:**

| Department Director | Purchasing or Contracts | Human Resources | Other | County Attorney | Budget Services<br><i>6/14</i>   | County Manager/P.W. Director |      |        |                |                |                |                |
|---------------------|-------------------------|-----------------|-------|-----------------|--|------------------------------|------|--------|----------------|----------------|----------------|----------------|
|                     |                         | N/A             |       |                 | <table border="1" style="font-size: 0.8em;"> <tr> <th>Analyst</th> <th>Risk</th> <th>Grants</th> </tr> <tr> <td><i>6/14/06</i></td> <td><i>6/14/06</i></td> <td><i>6/14/06</i></td> </tr> </table> | Analyst                      | Risk | Grants | <i>6/14/06</i> | <i>6/14/06</i> | <i>6/14/06</i> | <i>6-15-06</i> |
| Analyst             | Risk                    | Grants          |       |                 |  |                              |      |        |                |                |                |                |
| <i>6/14/06</i>      | <i>6/14/06</i>          | <i>6/14/06</i>  |       |                 |  |                              |      |        |                |                |                |                |

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

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| RECEIVED BY<br>COUNTY ADMIN: <i>6/14</i>     |
| <i>6/14/06 8:20 AM</i>                       |
| COUNTY ADMIN<br>FORWARDED TO: <i>6/14/06</i> |
| <i>10:30</i>                                 |

|                              |
|------------------------------|
| Rec. by CoAtty               |
| Date: <i>6/13/06</i>         |
| Time: <i>1:37 PM</i>         |
| Forwarded To: <i>3/12/06</i> |
| <i>Admin 6/13/06</i>         |