



AGENDA ITEM REPORT

DATE: May 4, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for General Financial Consulting Services - Countywide

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP200272ANB, Financial Services to Dunlap & Associates, Inc., to provide financial advisory services and fiscally responsible processes for conducting the sale of bonds on an as needed basis, for an initial term of three years.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

II. ITEM SUMMARY

Awards a competitively solicited contract to Dunlap & Associates, Inc., the responsive, responsible bidder, to provide financial advisory services and fiscally responsible processes for conducting the sale of bonds on an as needed basis, for an initial term of three years. The contract can be renewed for up to three additional years upon agreement of both parties. Total expenditures for these services for Fiscal Year 2019-2020 were \$34,460.00.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP200272ANB, Financial Services. On the solicitation deadline of December 7, 2020, Procurement Management received four submittals.

An evaluation meeting was held on February 5, 2021, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items as: qualifications of the company, relevant experience and references, plan of approach, personnel, and pricing. Based on the information submitted by the proposers, the Committee reached a consensus to negotiate with and recommend the award of a contract to Dunlap & Associates, Inc.

Staff recommends awarding a contract to Dunlap & Associates, Inc., for use on an as-needed basis for an initial three years, as approved in the departments' annual adopted budget. The contract can be renewed up to three additional years, upon the agreement of all parties. Total expenditures for these services for Fiscal Year 2019-2020 \$34,460.00

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description

[Dunlap & Associates Contract](#)

Upload Date

4/12/2021

Type

Contract

REVIEWERS:

Department

Procurement Management

Budget Services

Budget Services

County Attorney

County Manager

Reviewer

Tucker, Mary

Henkel, Anne

Winton, Peter

Swindle, Amanda

Winton, Peter

Action

Approved

Approved

Approved

Approved

Approved

Date

4/22/2021 - 1:07 PM

4/22/2021 - 1:33 PM

4/23/2021 - 10:08 AM

4/23/2021 - 10:36 AM

4/23/2021 - 12:20 PM