

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

Blue Sheet No. 20020265

1. REQUESTED MOTION:

ACTION REQUESTED: Concur with the ranking of Consultants by the Competitive Negotiations Committee for CN-02-11 VCB INQUIRY PROCESSING AND ELECTRONIC FULFILLMENT, in the following order of ranking and authorize contract negotiations with the number one ranked firm: (1) Phase V, and (2) Protocol. Further, authorize Chairman on behalf of the Board to execute an agreement for an amount not-to-exceed \$175,000.00, with a contract period of three (3) years with the option to renew for two (2) additional one (1) year periods. This project is solely funded by the Tourist Tax.

WHY ACTION IS NECESSARY: Pursuant to Administrative Code AC-4-4 Lee County Contracts Manual, approved by the Board on September 25, 2001, the Board is required to approve all Consultant rankings.

WHAT ACTION ACCOMPLISHES: The Consultant awarded this project will provide an inbound telemarketing system for promoting travel to Lee County.

2. DEPARTMENTAL CATEGORY:

Visitor & Convention Bureau
COMMISSION DISTRICT #:

AIA

3. MEETING DATE:

04-09-2002

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT *Visitor & Convention*
- C. DIVISION *[Signature]*
- BY: D.T. Minich, Dept. Director

7. BACKGROUND:

Letters of Interest were solicited on behalf of the Board of County Commissioners for professional services for the project known as Visitor & Convention Bureau Inquiry Processing & Electronic Services.

The deadline for receipt of Letters of Interest was January 31, 2002. A total of two (2) Letters of Interest were received by the established deadline. All two (2) Letters of Interest were considered at the Competitive Negotiations Committee meeting held on February 11, 2002. The Competitive Negotiations Committee consisted of the following staff members: Bruce Loucks, Assistant County Manager; D.T. Minich, VCB Director and Alis Jordan, VCB Project Manager. Based on the Letters of Interest submitted it was the consensus of the Committee to do site visits to both facilities and then hold the interviews/presentations.

On the basis of the information submitted by the firms in their Letters of Interest and have conducting site visits and interviews/presentations on March 12, 2002, with the two (2) firms the Committee agreed to recommend to the Board the following order of ranking: (1) Phase V and (2) Protocol.

For the purposes of being in a position to expedite the execution of the Professional Services Agreement for this project in accordance with the provisions of Contract Manual under Professional Services, it should be noted that the Visitor & Convention Bureau has estimated the cost of the project to be \$175,000.00 per year.

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8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

| A Department Director | B Purchasing or Contracts | C Human Resources | D Other | E County Attorney | F Budget Services | | | | G County Manager |
|-------------------------------|---------------------------------|-------------------------|------------|-------------------------------|-------------------------------|-------------------------------|----------------------------|----------------------------|-------------------------------|
| | | | | | OA | OM | Risk | GC | |
| <i>[Signature]</i> 3/22/02 | <i>[Signature]</i> 3/14/02 | N/A | | <i>[Signature]</i> 3/25/02 | <i>[Signature]</i> 3/26/02 | <i>[Signature]</i> 3/26/02 | <i>[Signature]</i> 3/27 | <i>[Signature]</i> 3/27 | <i>[Signature]</i> 3-28-02 |

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 3/25/02
Time: 11:40am
Forwarded To:
[Signature]
3/28/02

RECEIVED BY
COUNTY ADMIN.
3/25/02
3:45pm
COUNTY ADMIN.
3/28/02

Funding is available in account HB55203-17400.503490.119 HB103.

Attachment: Committee Overall Ranking Sheet

COMPETITIVE NEGOTIATIONS COMMITTEE
OVERALL RANKING SHEET
FOR
INTERVIEWS/PRESENTATIONS ON
CN-02-11 VCB INQUIRY PROCESSING & ELECTRONIC FULFILLMENT
MARCH 12, 2002, @ 2:00 P.M.

| COMPANY NAME | NUMBER RANKED |
|--------------|---------------|
| PHASE V | <u>1</u> |
| PROTOCOL | <u>2</u> |

COMMITTEE MEMBER
(PROJECT MGR) SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'D. M. H.', written over a horizontal line.