

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

Blue Sheet No. 20021282

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Concur with the ranking of Consultants by the Competitive Negotiations Committee for CN-02-28, IT & TELECOMMUNICATION OUTSOURCING SERVICES, and authorize contract negotiations to commence with the number one ranked firm.

**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:** Consultant will provide comprehensive, integrated information technology and telecommunication services in support of Lee County's business and operational needs.

**2. DEPARTMENTAL CATEGORY:**

01 County Manager  
COMMISSION DISTRICT #:

*A/A*

**3. MEETING DATE:**

November 12, 2002  
(DATE CRITICAL)

**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 \_\_\_\_\_  
 C. DIVISION \_\_\_\_\_  
 BY: Don Stilwell, County Manager

**7. BACKGROUND:**

Letters of Interest were solicited on behalf of the Board of County Commissioners for professional services for the IT & TELECOMMUNICATION OUTSOURCING SERVICES.

The deadline for receipt of Letters of Interest was September 6, 2002. A total of five (5) Letters of Interest were received by the established deadline from Affiliated Computer Services (ACS); Hewlett-Packard; IBM; (i)Structures and SchlumbergerSema. All five (5) Letters of Interest were considered at the Competitive Negotiations Committee meeting held on September 11, 2002. The Competitive Negotiations Committee consisted of the following staff members: Janet Watermeier, Economic Development, as Chairperson; Bruce Loucks, Assistant County Manager; Doris Maitland, Clerks Office, Rick Joyce Oversight Committee and Sue Gilpin, Budget Services. Based on the information submitted by the Consultants in their Letters of Interest, it was the consensus of the Committee to qualify all five (5) firms to proceed onto Step 2 of the process (Scope of Service/Due Diligence).

On September 13, 2002, the scope of services & due diligence package was sent to the five (5) firms. On September 27, 2002, Contracts Management received notification that (i)Structures would be withdrawing from the process. The deadline for receipt of Step 2 submittals was October 30, 2002. A total of four (4) submittals were received by the established deadline. The Competitive Negotiations Committee meeting will be held with the County's consultant on November 5, 2002 to review the four (4) submittals. All 4 firms will be invited for interview/presentations. The interview/presentations will be held on November 6 and 7. The selection committee will rank the four firms on November 8, 2002.

The negotiated agreement will be brought back to the Board for their approval.

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

| A<br>Department<br>Director | B<br>Purchasing<br>or Contracts | C<br>Human<br>Resources | D<br>Other | E<br>County<br>Attorney       | F<br>Budget Services<br><i>10/31</i> |                              |                                    |                                       | G<br>County Manager                   |
|-----------------------------|---------------------------------|-------------------------|------------|-------------------------------|--------------------------------------|------------------------------|------------------------------------|---------------------------------------|---------------------------------------|
|                             | <i>[Signature]</i>              | N/A                     |            | <i>Andrea</i><br><i>Jesse</i> | OA                                   | OM                           | Risk                               | GC                                    | <i>[Signature]</i><br><i>10-31-02</i> |
|                             |                                 |                         |            |                               | <i>RK</i><br><i>10/31</i>            | <i>AB</i><br><i>10/31/02</i> | <i>[Signature]</i><br><i>10/31</i> | <i>[Signature]</i><br><i>10/31/02</i> |                                       |

**10. COMMISSION ACTION:**

APPROVED  
 DENIED  
 DEFERRED  
 OTHER

APPROVED  
 BY CO. ATTY.  
*10-31-02*  
 CO. ATTY.  
 FORWARDED TO:

*10/31/02*  
 RECEIVED BY  
 COUNTY ADMIN.  
*DS*  
 10-31-02  
 FORWARDED TO:  
 COUNTY ADMIN.  
*DS*  
 10-31-02