



Agenda Item Cover Sheet

Agenda Item N^o. A-26

Meeting Date 6/5/2024

☒ Consent Section

☐ Regular Section

☐ Public Hearing

Subject: Award a three (3) year contract to the highest-ranked and best qualified firm for the purchase of a comprehensive electronic records management system (RFP-24-24596) for the Fire Rescue Department (FRD) at a total cost of \$477,362.25.			
Department Name: Procurement Services			
Contact Person: Scott Stromer		Contact Phone: 301-7095	
Sign-Off Approvals:			
Tom Fesler	5/24/2024	Scott Stromer	5/23/2024
Assistant County Administrator	Date	Department Director	Date
Kevin Brickey	5/23/2024	Orlando Perez	5/23/2024
Management and Budget – Approved as to Financial Impact Accuracy	Date	County Attorney – Approved as to Legal Sufficiency	Date
N/A	N/A		
Deputy or Chief County Administrator	Date		

Staff's Recommended Board Motion:

Award a three (3) year contract to the highest-ranked and best qualified firm, EPR Systems USA Inc., for the purchase of a comprehensive electronic records management system (RFP-24-24596) for the Fire Rescue Department (FRD) at a total cost of \$477,362.25. The requested system will be used for fire and medical incident reporting, data collection and analysis, fire investigation and property inspection tracking, and permitting. In this case, the opportunity for proposers to receive five (5) bonus points for committing to subcontract a minimum of 10% of the ultimate fees to Certified Disadvantaged Minority/Disadvantaged Women Business Enterprises (DM/DWBE) firms was available; however, none of the vendors requested such points. Funding for this procurement is available in the requesting department's approved budget, and purchase orders will only be issued against approved budgets.

Financial Impact Statement:

Funding for this procurement is available in the requesting department's approved budget, and purchase orders will only be issued against approved budgets.

Background:

The recommended award amount is 59.1% (\$177,362.25) higher than the requesting department's estimate. The requesting department's estimate was based on the current cost of maintaining multiple records management systems, which do not currently meet the operational needs of FRD. Effective competition and transparency were achieved through the use of competitive sealed proposals for this procurement and the requesting department determined the offered pricing to be fair, reasonable, and within expectations.

DELEGATIONS TO DIRECTOR OF PROCUREMENT:

- [N] Unilateral Change Orders up to \$25,000 for additions within the scope of the contract
- [N] Unilateral Extensions
- [N] Unilateral Renewals
- [N] Additional Purchase Option(s)

List Attachments: RFP Summary, RFP Evaluation Summary, Economic Development Compliance Memorandum, Contract Documents

NOTICE OF INTENT TO AWARD: RFP-24-24596 ELECTRONIC RECORDS MANAGEMENT SYSTEM

POSTED: MAY 9, 2024

Notice: Pursuant to Division 3 of Article VI, Chapter 2 of the Hillsborough County Code, Protest Process and Procedures and Cone of Silence as revised by Ordinance 23-15, the bidder(s) identified are being recommended for contract award. Interested parties with a grievance pertaining to this procurement shall provide the County written notice no later than five (5) business days from the date the County posts this notice of intent to award. See following link for specific details:
https://library.municode.com/fl/hillsborough_county/codes/code_of_ordinances,_part_a?nodeId=HICOCOORLA_CH2AD_ARTVIPR_DIV3HICOPRRRPOPR

		EPR Systems USA Inc.	ESO	Locality Media Inc (First Due)	One Step Systems
TOTAL		\$477,362.25	\$749,742.00	\$881,369.00	\$226,220.00
EVALUATION CRITERIA	MAXIMUM POINTS				
QUOTE/COST TOTAL	20	9	6	5	20
APPROACH	35	28	20	24	15
IMPLEMENTATION SCHEDULE	20	17	16	15	7
PRIOR EXPERIENCE & PAST PERFORMANCE	25	20	17	20	12
TOTAL POINTS	100	74	59	64	54
		RECOMMENDED VENDOR			