

MIAMI BEACH

Invitation to Negotiate (ITN)
2023-217-ND
Real Estate Management Software

TABLE OF CONTENTS

SOLICITATION SECTIONS:

0100	INSTRUCTIONS TO RESPONDENTS
0200	GENERAL CONDITIONS
0300	PROPOSAL SUBMITTAL INSTRUCTIONS & FORMAT
0400	PROPOSAL EVALUATION

DRAFT

SECTION 0100 INSTRUCTIONS TO RESPONDENTS & GENERAL CONDITIONS

1. GENERAL. This Invitation to Negotiate (ITN) is issued by the City of Miami Beach, Florida (the "City"), as the means for prospective Proposers to submit proposals for the City's consideration in evaluating qualifications to select a firm with whom it may negotiate an agreement for the purpose noted herein.

The City utilizes Periscope S2G (formally known as BidSync) (www.periscopeholdings.com or www.bidsync.com) for automatic notification of competitive solicitation opportunities and document fulfillment, including the issuance of any addendum to this ITN. Any prospective Proposer who has received this ITN by any means other than through Periscope S2G must register immediately with Periscope S2G to assure it receives any addendum issued to this ITN. Failure to receive an addendum may result in disqualification of proposal submitted.

2. BACKGROUND. The City's Facilities and Fleet Management Department (the "Department") currently manages the City of Miami Beach's commercial real estate assets. The current process for tracking these assets is antiquated and labor-intensive. Therefore, the Department requires a new and efficient system to track real estate assets by folio numbers, as well as perform the functionality referenced in Sub-section 4 below.

3. PURPOSE. Through this ITN, the City seeks proposals for an asset management software that will help streamline the management of assets as it relates to tracking expirations, escalations, renewal options, etc. The software will include built-in accounting, online marketing and leasing, integrated screening, and insurance, online portals for easy rent collection, service requests, payments, and owner reporting. This software will integrate with the City's financial system, Tyler Technologies MUNIS system, and Energov.

3.1. Interested Parties. Interested parties are invited to submit proposals in accordance with Section 0300. In accordance with the instructions of Section 0300, interested parties should provide detailed information that demonstrates their experience in working with commercial real estate leases and developers. Specific scope proposals are not requested at this time. Responsive proposals will be evaluated in accordance with Section 0400. The City Manager may recommend negotiations with one or more firms in accordance with Section 0100, Sub-section 12, or may recommend rejection of all responsive proposals. Contract negotiations to determine terms, conditions, scope, insurance/bond requirements, and costs will commence with the selected proposers as authorized by the City Commission in accordance with Section 0100, Sub-sections 12 and 13.

This ITN is under the cone of silence pursuant to Section 2-486 of the City Code. All communications and questions are to be directed to the procurement contracting officer identified in Sub-section 6 below.

4. STATEMENT OF WORK REQUIRED.

The City seeks a response from Proposers who possess the organizational, functional, and technical capabilities to perform the services and meet or exceed the requirements and service levels specified herein. The following represents an overview of the essential software requirements.

Software Specifications

- City employees will authenticate through Active Directory (AD)
- Tool administrator will define the Authorization Matrix to determine the user access roles
 - Role 1: Administrator, full access, ability to define roles within the tool
 - Role 2: Read-only access
 - Role 3: Add, Update and Delete access
- Email notification to be sent from tool
- Must be able to track rent (receivables) payments online
- Able to manage payables, receivables, and general ledger functions within the system

MIAMI BEACH

- Able to integrate with Minus (finance system). Must be able to create CSV / Excel file formats, which will be used as an import into the Munis ERP – Finance System. CSV / Excel files created in Munis must be able to be imported into the vendor solution.
- Track documents' expiration dates
- Audit Log to track tenant profile changes
- Reporting capabilities
- Able to see every City Asset property – vacant, leasable, or not (vacant lots, parking lots, parks, embankments) everything has a folio and needs to be tracked in the new system

Key Functional Activities

General System Functionality

- Vendor-supported COTS (Commercial off-the-shelf) solution
- COTS vendor must be able to provide the City data file schema for data being stored
- Email notifications internally within the City and externally to the lessee
- COTS solution will export receivables into MUNIS to create statements to be mailed to the tenant.
- COTS solution must be able to import payment information from the MUNIS ERP system into the new solution
- Must be able to see a lessee audit log tracking of all adds and updates to a client's record
- System must have an Entry Section
- System must be able to track the following:
 - Multiple business owners, business managers, tenant business managers, and legal contact names
 - Multiple contact phone numbers
 - Multiple email addresses
 - Multiple mailing addresses
- System must assign a tenant number to the tenant profile
- Must be able to track rent (receivables) payments online
- System must produce a sales report for revenue-generating lessees i.e. restaurants, beauty salons, and retail space.
- Must be able to track escalations, expirations, and any other deliverables systematically
- All changes at the account level must be systematically tracked in the lessee's audit log
- Must be able to see the sales reported, by the tenant, to the City
- New system must support images, photos, PDF, Word, Excel attachments, lease file amendments, and commission actions (commission memos and resolutions).

Commercial Real Estate Properties Must be Sortable

- Must be able to filter and display City commercial properties by:
 - All City of Miami Beach-owned properties
 - City of Miami Beach properties actively rented/leased
 - City of Miami Beach properties available to be rented/leased
 - Non-City of Miami Beach properties that are rented/leased to the City of Miami Beach
 - City of Miami Beach-owned properties that are occupied by the City of Miami Beach

Insurance Policies

- Insurance requirements must be tracked systematically
- Must be able to attach certificates of insurance to a client's profile
- Should be able to email insurance requirements to the a third-party
- Must be able to track insurance policy dates of expiration
- Must be able to report on leases and insurance details

Lease Agreements

- Must be able to track dates of expiration for lease agreements
- Must be able to attach a copy of the lease agreement to the tenant profile
- Must have a system validation; every lease must have insurance
- CMB Facilities and Fleet Management department team members must be notified by an email generated by the commercial real estate tool of leases about to expire.
 - Lease expiry notification is internal only – must not be sent to the leaseholder
- Must be able to report on expiring leases

Accounting

- Must be able to manage payables, receivables, and general ledger functions systematically
- Must be able to view accounts receivable – rent payment history at the tenant level
- Lessee must report sales to the CMB, the frequency of the sales reported is to be determined by the CMB Facilities and Fleet Management department
- Must be able to track rent (receivables) payments online
- Invoices must not be created in the COTS solution – to prevent any duplication of billing and invoices
- Must be able to see tenant accounts receivable (rent payments) history for each tenant
- The City determines the frequency of the sales being reported.
- Payment summaries and outstanding receivables must be reportable

Accounting MUNIS ERP

- New system must calculate the final invoice amount to be imported into Munis
- New system must integrate with MUNIS ERP for final invoicing
 - Must be able to create billing statements in the CMB Munis ERP system
- New system and Munis ERP system must reflect the same payment information
- New system must have the capability to import a payment file exported from Munis
 - New tool must contain payment information for reporting and emailing to the tenant
- System must be able to display financial information contained in Munis
 - Reconciled payments must be exported from Munis to the new tool

Real Estate Inventory

- Leases of buildings/office space occupied by the CMB must be stored and be editable in the new system
- Must be able to view leased, available for lease, and vacant CMB commercial properties
- When a tenant leaves property – property must be put back into the available inventory
- Every City asset – vacant, leasable, or not (vacant lots, parking lots, parks, embankments) everything has a folio and needs to be tracked in the new system
- Must be able to report on CMB commercial properties available to be leased

Email Communications

- Must be able to email statements to the leaseholders
- Must be able to email the insurance request to leaseholder
- Must be able to send automated email notifications of lease expiration dates to internal users only
- Must be able to create and send customized messages from the tenant profile

Rent Roll Reports for Portfolio. Shall contain:

- Contact Columns:
 - Tenant Name
 - Space Number
 - Square Feet

MIAMI BEACH

- Lease Commencement Date
- Lease Expiration Date
- Base Rent
- CAM – common area maintenance
- RET – real estate taxes
- INS – insurance
- UTL - Utilities
- MKT – Marketing
- OTH – Other
- STX – Sales Tax
- SNT – Sand Tax
- All rents above in Annual and PSF amounts
- Rent Increases and Dates of increases
- Percentage Rent
- Expired leases
- Outstanding receivables reports by selected time periods
- Payment summaries
- Sales – by date ranges, sales dollar amounts/sq foot
- Entry section sales report
 - Report must show the sales, reported to the City, generated by the tenant
- Tenants with security deposits
- Aged receivables - historical rental information
 - Munis ERP can produce an aging report for payment history
 - New system must be able to produce an aging report for payment history
- Leases and insurance details
- City commercial real estate available to be leased
- COTS or in-house development must be accessible in both Edge and Chrome browsers.
- IE – Internet Explorer is no longer supported by the City
- Application must use Active Directory for authentication

4.1 Term of Contract. It is anticipated that the term of any resulting agreement shall be for an initial term of three (3) years, with two (2) potential one-year renewal periods. However, the City reserves the right to negotiate any term deemed to be in its best interest depending on the final equipment and services selected.

5. ANTICIPATED ITN TIMETABLE. The tentative schedule for this solicitation is as follows:

ITN Issued	March 29, 2023
Pre-Proposal Meeting	April 12, 2023 at 10:00 am ET Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 786-636-1480 United States, Miami Phone Conference ID: #
Deadline for Receipt of Questions	April 26, 2023 at 5:00 pm ET
Responses Due	May 15, 2023 at 3:00 pm ET Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 786-636-1480 United States, Miami

	Phone Conference ID: #
Evaluation Committee Review	TBD
Tentative Commission Approval	TBD
Contract Negotiations	Following Commission Approval

6. PROCUREMENT CONTACT. Any questions or clarifications concerning this solicitation shall be submitted to the Procurement Contact noted below:

Procurement Contact: Natalia Delgado Telephone: 305-673-7000 x26263 Email: NataliaDelgado@miamibeachfl.gov

Additionally, the City Clerk is to be copied on all communications via e-mail at: RafaelGranado@miamibeachfl.gov; or via facsimile: 786-394-4188

The Proposal title/number shall be referenced on all correspondence. All questions or requests for clarification must be received no later than ten (10) calendar days prior to the date proposals are due as scheduled in Section 0100-5. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

7. PRE-PROPOSAL MEETING OR SITE VISIT(S). A pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting shall be via web conference and recommended as a source of information but is not mandatory. Proposers interested in participating in the Pre-Proposal Meeting must follow these steps:

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 786-636-1480 United States, Miami

Phone Conference ID: #

Proposers who are participating should send an e-mail to the contact person listed in this ITN expressing their intent to participate.

8. PRE-PROPOSAL INTERPRETATIONS. Oral information or responses to questions received by prospective Proposers are not binding on the City and will be without legal effect, including any information received at pre-submittal meeting or site visit(s). The City by means of Addenda will issue interpretations or written addenda clarifications considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. Addendum will be released through *Periscope S2G*. Any prospective proposer who has received this ITN by any means other than through *Periscope S2G* must register immediately with *Periscope S2G* to assure it receives any addendum issued to this ITN. Failure to receive an addendum may result in disqualification of proposal. Written questions should be received no later than the date outlined in the **Anticipated ITN Timetable** section.

9. CONE OF SILENCE. This ITN is subject to, and all proposers are expected to be or become familiar with, the City's Cone of Silence Requirements, as codified in Section 2-486 of the City Code. Proposers shall be solely responsible for ensuring that all applicable provisions of the City's Cone of Silence are complied with, and shall be subject to any and all sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance. Communications regarding this solicitation are to be submitted in writing to the Procurement Contact named herein with a copy to the City Clerk at rafaelgranado@miamibeachfl.gov

10. ADDITIONAL INFORMATION OR CLARIFICATION. After proposal submittal, the City reserves the right to require additional information from Proposers (or Proposer team members or sub-consultants) to determine:

qualifications (including, but not limited to, litigation history, regulatory action, or additional references); and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

11. PROPOSER'S RESPONSIBILITY. Before submitting a response, each Proposer shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Proposer.

12. DETERMINATION OF AWARD. The City Manager may appoint an evaluation committee to assist in the evaluation of proposals received. The evaluation committee is advisory only to the City Manager. The City Manager may consider the information provided by the evaluation committee process and/or may utilize other information deemed relevant. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity and skill of the proposer to perform the contract.
- (2) Whether the proposer can perform the contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the proposer with laws and ordinances relating to the contract.

The City Manager may recommend to the City Commission the proposer(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals which it deems to be in the best interest of the City, or it may also reject all Proposals.

13. NEGOTIATIONS. Following selection, the City reserves the right to enter into further negotiations with the selected proposer. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected proposer in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by proposers that no property, contract or legal rights of any kind shall be created at any time until and unless an Agreement has been agreed to; approved by the City; and executed by the parties.

14. E-VERIFY. As a contractor you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Therefore, you shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

15. PERISCOPE S2G (FORMERLY BIDS SYNC). The Procurement Department utilizes Periscope S2G, Supplier-to-Government electronic bidding (e-Bid) platform. If you would like to be notified of available competitive solicitations released by the City you must register and complete your vendor qualifications through Periscope S2G, Supplier-to-Government www.bidsync.com/Miami-Beach. Registration is easy and will only take a few minutes. For detailed instructions on how to register, complete vendor qualifications and submit electronic bids visit <https://www.miamibeachfl.gov/city-hall/procurement/for-approval-how-to-become-a-vendor/>.

Should you have any questions regarding this system or registration, please visit the above link or contact Periscope S2G, Supplier-to-Government at support@bidsync.com or 800.990.9339, option 1, option 1.

16. HOW TO MANAGE OR CREATE A VENDOR PROFILE ON VENDOR SELF SERVICE (VSS). In addition to registering with Periscope S2G, the City encourages vendors to register with our online Vendor Self- Service web page, allowing City vendors to easily update contacts, attachments (W-9), and commodity information. The Vendor Self-Service (VSS) webpage (<https://selfservice.miamibeachfl.gov/vss/Vendors/default.aspx>) will also provide you with purchase orders and payment information.

Should you have any questions and/or comments, do not hesitate to submit them to vendorsupport@miamibeachfl.gov.

17. SUPPLIER DIVERSITY. In an effort to increase the number and diversity of supplier options in the procurement of goods and services, the City has established a registry of LGBT-owned businesses, as certified by the National LGBT Chamber of Commerce (NGLCC) and small and disadvantaged businesses, as certified by Miami-Dade County. See authorizing resolutions [here](#).

If your company is certified as an LGBT-owned business by NGLCC, or as a small or disadvantaged business by Miami-Dade County, click on the link below to be added to the City's supplier registry (Vendor Self-Service) and bid system (Periscope S2G, Supplier-to-Government). These are two different systems and it is important that you register for both.

Click to see acceptable certification and to register: <https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/>.

Balance of Page Intentionally Left Blank

SECTION 0200 **GENERAL CONDITIONS**

FORMAL SOLICITATIONS TERMS & CONDITIONS - GOODS AND SERVICES. By virtue of submitting a proposal in response to this solicitation, proposer agrees to be bound by and in compliance with the Terms and Conditions for Services (dated 10.27.2022), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

DRAFT

Balance of Page Intentionally Left Blank

SECTION 0300 PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT

1. ELECTRONIC RESPONSES (ONLY). Proposals must be submitted electronically through Periscope S2G (formerly BidSync) on or before the date and time indicated. Hard copy proposals or proposals received through email or facsimile are not acceptable and will be rejected.

A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for proposal submittals. The City will only consider the latest version of the bid.

Electronic proposal submissions may require the uploading of attachments. All documents should be attached as separate files in accordance with the instructions included in Section 4, below. Attachments containing embedded documents or proprietary file extensions are prohibited. It is the Bidder's responsibility to assure that its bid, including all attachments, is uploaded successfully.

Only proposal submittals received, and time stamped by Periscope S2G (formerly BidSync) prior to the proposal submittal deadline shall be accepted as timely submitted. Late bids cannot be submitted and will not be accepted. Bidders are cautioned to allow sufficient time for the submittal of bids and uploading of attachments. Any technical issues must be submitted to Periscope S2G (formerly BidSync) by contacting (800) 990-9339 (toll free) or S2G@periscopeholdings.com. The City cannot assist with technical issues regarding submittals and will in no way be responsible for delays caused by any technical or other issue.

It is the sole responsibility of each Bidder to ensure its proposal is successfully submitted in BidSync prior to the deadline for proposal submittals.

2. NON-RESPONSIVENESS. Failure to submit the following requirements shall result in a determination of non-responsiveness. Non-responsive proposals will not be considered.

1. Bid Submittal Questionnaire (submitted electronically).
2. Failure to comply with the Minimum Eligibility Requirements (if applicable).

3. OMITTED OR ADDITIONAL INFORMATION. Failure to complete and submit the Bid Submittal Questionnaire (submitted electronically) with the bid and by the deadline for submittals shall render a proposal non-responsive. With the exception of the Bid Submittal Questionnaire (completed and submitted electronically), the City reserves the right to seek any omitted information/documentation or any additional information from Proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the Proposer to perform in accordance with contract requirements. Failure to submit any omitted or additional information in accordance with the City's request shall result in proposal being deemed non-responsive.

4. ELECTRONIC PROPOSAL FORMAT. In order to maintain comparability, facilitate the review process and assist the Evaluation Committee in review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs, and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Line Items" attachment tab in Periscope S2G.

TAB 1	Cover Letter and Table of Contents
Cover Letter and Table of Contents. The table of contents should indicate the tabs, sections with tabs, and page numbers to facilitate the evaluation committee's review. The cover letter must be signed by a principal or agent able to bind the firm.	
TAB 2	Experience and Qualifications

2.1 Qualifications of Proposing Firm. Submit detailed information regarding the relevant experience and proven track record of the firm and/or its principals in providing a similar scope of services. For experience within the last ten (10) years, submit at least two (2) projects demonstrating expertise in working with commercial real estate leases and developers. For each project submitted as evidence of experience for the firm and/or any principal, the following is required: detailed description of the services provided, agency name, agency contact, contact telephone & email, and year(s) and term of engagement. For each project, identify whether the experience is for the firm or for a principal (include name of principal).

2.2 Qualifications of Proposer Team. Provide an organizational chart of all personnel intended for this contract if awarded and the role each team member will play in providing the services detailed herein. For each team member, include a resume that includes, at a minimum, education, certifications, licensure, experience, and any other pertinent information.

TAB 3

Approach and Methodology

Submit detailed information on the approach and methodology that the Proposer and its team has utilized on previous engagements to accomplish a similar scope of work, including detailed information, as applicable, which addresses, but need not be limited to its approach and methodology to the following areas of work:

3.1.1 Project Planning and Implementation Information

3.1.1.1 Provide a complete sample project plan for this project. Include your firm's approach to project management, implementation, migration, and training issues. Describe the implementation strategy that would be employed to successfully complete the project as well as meet the requirements of the City within the required timeline.

3.1.1.2 Include a sample project schedule based on the above project plan. Indicate the significant "milestones" in a project of this nature and magnitude.

3.1.1.3 Include a sample project acceptance criteria list.

3.1.2 Training Information

3.1.2.1 Describe the training program approach for the City. Include in-house training ("Live") and training for new updates/advancements in the proposed platform.

3.1.2.2 Describe all training manuals and formats available. Describe other methods or training available to City users.

3.1.3 Maintenance/Support/Warranty Information

3.1.3.1 Describe the levels and types of ongoing system support and maintenance provided by your firm. Specify the current version of your system, next major upgrade, how often the system is upgraded, and how the upgrades are accomplished.

3.1.3.2 Indicate how support would be provided (hotline telephone support, email, on-site, helpdesk, etc.). Describe the support escalation process should initial methods of support not adequately address the issue(s).

3.1.3.3 Describe software and services warranty coverage. Provide any available Service Level Agreement(s) ("SLA") for the City's consideration.

3.1.4 Additional/Optional Services

3.1.4.1 Provide detailed information regarding any additional or optional services offered.

SECTION 0400

PROPOSAL EVALUATION

1. EVALUATION COMMITTEE. An Evaluation Committee, appointed by the City Manager, may meet to evaluate each Proposal in accordance with the qualitative criteria set forth below. In doing so, the Evaluation Committee may review and score all proposals received, with or without requiring presentations. It is important to note that the Evaluation Committee is advisory only and does not make an award recommendation to the City Manager or the City Commission. The City Manager will utilize the results to take one of the following actions:

- a. In the event that only one responsive proposal is received, the City Manager, after a determination that the sole responsive proposal materially meets the requirements of the ITN, may, without an evaluation committee, recommend to the City Commission that the Administration enter into negotiations; or
- b. The City Manager may recommend that the City Commission authorize negotiations or award a contract to one or more firms in accordance with Section 0100, Sub-section 12; or
- c. The City Manager may Recommend that the City Commission short-list one or more firms for further consideration by the Evaluation Committee; or
- d. The City Manager may recommend to the City Commission that all firms, if more than one (1) responsive submittal is received, be rejected.

2. PRESENTATIONS BY SHORT-LISTED FIRMS. If a short-listing of firms responding to this ITN is approved, the short-listed firms may be required to make presentations to and be interviewed by the Evaluation Committee. In further considering the short-listed firms, the Evaluation Committee will utilize the criteria set forth in Sub-section 4 below.

3. TECHNICAL ADVISORS. The City, at its discretion, may utilize technical or other advisers to assist the evaluation committee or the City Manager in evaluating proposals.

4. EVALUATION CRITERIA. Responsive, responsible proposals will be evaluated in accordance with the following criteria:

Qualitative Criteria	Maximum Points
Experience and Qualifications of Prime Proposer	60
Approach and Methodology	40
TOTAL AVAILABLE POINTS for Qualitative Criteria	100
Quantitative Criteria	Maximum Points
Veterans Preference	5
TOTAL AVAILABLE POINTS for Qualitative and Quantitative Criteria	105

5. QUALITATIVE CRITERIA. The Evaluation Committee shall review responsive, responsible proposals and assign points for the qualitative factors only. The Evaluation Committee shall not consider quantitative factors (e.g. veteran's preference) in its review of proposals. The Evaluation Committee shall act solely in an advisory capacity to the City Manager. The results of the Evaluation

Committee process do not constitute an award recommendation. The City Manager may utilize, but is not bound by, the results of the Evaluation Committee process, as well as consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Section 0100, Sub-section 12. In its review of proposals received, the Evaluation Committee may review and score all proposals, with or without conducting interview sessions, in accordance with the evaluation criteria.

6. QUANTITATIVE CRITERIA. Procurement Department staff will assign points for the quantitative criteria. Veterans' Preference points will be assigned in accordance with Section 2-374 of the City Code

7. DETERMINATION OF FINAL RANKING. The sum of the evaluation criteria points will be converted to rankings in accordance with the example below:

		Proposer A	Proposer B	Proposer C
Committee Member 1	Qualitative Points	82	74	80
	Quantitative Points	5	5	0
	Total	87	79	80
	Rank	1	3	2
Committee Member 2	Qualitative Points	82	85	72
	Quantitative Points	5	5	0
	Total	87	90	72
	Rank	1	2	3
Committee Member 2	Qualitative Points	90	74	66
	Quantitative Points	5	5	0
	Total	95	79	66
	Rank	1	2	3
Low Aggregate Score		3	7	8
Final Ranking*		1	2	3

It is important to note that the results of the proposal evaluation process in accordance with Section 0400 does not represent an award recommendation. The City Manager will utilize the results of the proposal evaluation process, and any other information he deems appropriate, to develop an award recommendation to the City Commission, which may differ from the results of the proposal evaluation process and final rankings.

Balance of Page Intentionally Left Blank