SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Award and Enter into Contract Negotiations with Professional Probation Services for RFQ 018-0-2019/RS Sumter County Misdemeanor Probation Services (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting DATE OF MEETING: 5/14/2019

CONTRACT: □ N/A Vendor/Entity: Professional Probation Services

Effective Date: Termination Date: 
Managing Division / Dept: Administrative Services

BUDGET IMPACT: TBD through contract negotiations

FUNDING SOURCE: Type: Annual EXPENDITURE ACCOUNT:

HISTORY/FACTS/ISSUES:
RFQ 018-0-2019/RS Sumter County Misdemeanor Probation Services was broadcasted on 3/12/2019. Qualifications were due on 4/15/2019 at 10:00 a.m. and opened at 10:05 a.m. in Room 208 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

One (1) qualification package was received from the following firm:

1. Professional Probation Services

The Selection Committee met on 4/17/2019 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center to score the submittal. Scoring is listed below:

Professional Probation Services – 13.9875 (This score is out of a possible 15).

The Selection Committee agreed that vendor presentations were not necessary.

Based on the scoring, the Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract negotiations with Professional Probation Services.

The following items are attached: legal ad, qualifications opening meeting minutes from 4/15/2019, Selection Committee meeting minutes from 4/17/2019, RFQ 005-0-2019/RS qualifications document, and RFQ submittal from Professional Probation Services.

Prepared by: Becky Segrest

Grammarly Check ☑
REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive qualification packages for the following: "RFQ 018-0-2019/RS Sumter County Misdemeanor Probation Services".

Information is available upon request by calling (352) 689-4400, by coming to the Purchasing Division located at 316 E. Seminole Avenue, Bushnell, Florida 33513, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this request for qualifications must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest, Assistant Purchasing Agent/Logistics Manager
Mailing Address: 7375 Powell Road, Suite 200
Wildwood, FL 34785
E-mail: Becky.Segrest@sumtercountyfl.gov
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFQ shall be March 26, 2019 by 5:00 p.m. A copy of the RFQ must be obtained in order to view the items being requested by BOCC.

All RFQ packages are due by 10:00 a.m. on April 15, 2019 to the address listed above. Late submittals will not be opened. RFQ submittals must be clearly marked as: "RFQ 018-0-2019/RS Sumter County Misdemeanor Probation Services".

Upon submission, all RFQ packages will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this RFQ, whether or not the RFQ is accepted. Qualification packages will be opened at 10:05 a.m. on April 15, 2019 in Room 208 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee shall meet on April 17, 2019 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center to review and discuss the qualification packages.

Vendor presentations, if deemed necessary, will be held on April 22, 2019 at 9:00 a.m. in Room 208 of The Villages Sumter County Service Center.

The Selection Committee's recommendation will be presented to the BOCC on May 14, 2019.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
#871076 MARCH 12, 2019
RFQ 018-0-2019/RS Sumter County Misdemeanor Probation Services—RFQ Opening Meeting Minutes

The meeting was held on 4/15/19 at 10:05 a.m. in Room 208 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, and Emilly Morrison, Purchasing Technician, were present on behalf of the Purchasing Division.

Becky Segrest opened the meeting and read aloud the remaining RFQ dates as follows:

- Selection Committee meeting will be held on 4/17/2019 at 2:00 p.m. in Room 110.
- Vendor Presentations, if deemed necessary, will be held on 4/22/2019 at 9:00 a.m. in Room 208.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 5/14/2019.

Becky stated that all items on the Qualifications Document Checklist will be verified. If any items are omitted or found to be non-compliant then the Purchasing Agent will be notified and will determine if the RFQ is responsive or non-responsive.

One (1) qualification package was received on time and opened. The following RFQ requirements were verified as follows:

<table>
<thead>
<tr>
<th>RFQ Requirements</th>
<th>Professional Probation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>One original, three copies, 1 electronic pdf copy</td>
<td>Included</td>
</tr>
<tr>
<td>Qualification Cover Page</td>
<td>Included</td>
</tr>
<tr>
<td>Qualification Document Checklist</td>
<td>Included</td>
</tr>
<tr>
<td>Proposer Certification/Addenda Acknowledgement Form</td>
<td>Included</td>
</tr>
<tr>
<td>Statement of General Terms and Conditions</td>
<td>Included</td>
</tr>
<tr>
<td>A sworn, notarized Statement of Firms Experience and Personnel</td>
<td>Included</td>
</tr>
<tr>
<td>Drug Free Work Place Certificate</td>
<td>Included</td>
</tr>
<tr>
<td>Hold Harmless Agreement</td>
<td>Included</td>
</tr>
<tr>
<td>E-Verify Certification Form and electronic signature page from MOU</td>
<td>Missing Electronic Signature</td>
</tr>
<tr>
<td>Anti-Collusion Statement</td>
<td>Included</td>
</tr>
<tr>
<td>Statement of Public Entity of Crimes</td>
<td>Included</td>
</tr>
<tr>
<td>Conflict of Interest Disclosure Form</td>
<td>Included</td>
</tr>
<tr>
<td>Certificate of Insurability</td>
<td>Included</td>
</tr>
</tbody>
</table>

The meeting adjourned at 10:13 a.m.
QUALIFICATION DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each RFQ or alternate RFQ submitted:

- One (1) original RFQ, clearly labeled "Original"; three (3) printed copies of the RFQ in its entirety; and one (1) electronic single PDF version not password protected of the original submitted RFQ in its entirety.

- RFQ Cover Page. This is to be used as the first page of the RFQ. This form must be fully completed and signed by an authorized officer of the vendor.

- Qualification Document Checklist of Items Required to be submitted (this sheet).

- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the RFQ Form (if applicable).

- Proposer Certification / Addenda Acknowledgement Form.

- Statement of General Terms and Conditions.

- A sworn, notarized Statement of Contractor's Experience and Personnel.

- A sworn, notarized Drug Free Work Place Certificate must accompany each Qualification package or RFQ.

- Hold Harmless Agreement

- E-Verify Certification Form and the electronic signature page of the Memorandum of Understanding from the Department of Homeland Security. missing electronic signature page

- Anti-Collusion Statement

- Statement of Public Entity Crimes

- Conflict of Interest Disclosure Form

- A Certificate of Insurability, acceptable to the County, shall accompany each RFQ or alternate RFQ, in the amounts as prescribed by State and Sumter County BOCC
  - All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this RFQ, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Contractor shall provide the Sumter County BOCC with proof that required coverage has been extended.
SIGN - IN SHEET

DATE: 4-15-19
TIME: 10:05 am Rm 208

BID/RFP/RFQ NAME: RFQ 018-032019 RS
Sumter County Misdemeanor Probation Services
  ○ Pre-Bid/Proposal/Qualifications Meeting
  ○ Bid/RFP/RFQ Opening
  ○ Selection Committee Meeting
  ○ Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME                        COMPANY
Becky Segrist                BCC Purchasing
Emily Miller                 BCC - Purchasing
Selection Committee Meeting Minutes for RFQ 018-0-2019/RS Sumter County Misdemeanor Probation Services.

The meeting was held on 4/17/2019 at 2:00 p.m. in Room 110 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

- Bradley Arnold, County Administrator, Steven Kennedy, Assistant County Administrator, Leslie Smith, Administrative Services Manager were present on behalf of the Selection Committee
- Becky Segrest, Assistant County Purchasing Agent/Logistics Manager was present on behalf of the Purchasing Division.

Becky announced that if deemed necessary, vendor presentations will be held on 4/22/2019 starting at 9:00 a.m. in Room 208. The final recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) on 5/14/2019.

The Selection Committee submitted their scoring of the Professional Probation Services submittal as follows:

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Professional Probation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Arnold</td>
<td>5.00</td>
</tr>
<tr>
<td>Steven Kennedy</td>
<td>4.00</td>
</tr>
<tr>
<td>Leslie Smith</td>
<td>4.9375</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>13.9875</strong></td>
</tr>
</tbody>
</table>

The Selection Committee agreed to recommend to the BOCC to award and enter contract negotiations with Professional Probation Services for this project.

The meeting adjourned at 2:20 p.m.
SIGN-IN SHEET

DATE: 1-17-19
TIME: 2:00 pm, Rm 110

BID/RFQ NAME: RFQ 018-0219/RFP Sumter County Misdemeanor Probation Services
- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Segres</td>
<td>Bocc Purchasing</td>
</tr>
<tr>
<td></td>
<td>Sumter County</td>
</tr>
<tr>
<td>Steven Kennedy</td>
<td>Sumter County</td>
</tr>
<tr>
<td>Leslie Smith</td>
<td>Sumter County</td>
</tr>
</tbody>
</table>
RFQ EVALUATION

This Request for Statements of Qualifications includes following all the procedures in this document and sending the sealed Statements of Qualifications information to the BOCC by the due date and time. Once the Statements of Qualifications are received, the Selection Committee members will independently review each submittal and score each Statement of Qualifications based on the evaluation criteria. All Statements of Qualifications received in accordance with this Request for Statements of Qualifications will be evaluated using the following criteria.

<table>
<thead>
<tr>
<th>Scoring for all RFQ's</th>
<th>Score</th>
<th>X</th>
<th>Weight</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Capability of the firm or firm(s) to perform all or most aspects of the services required.</td>
<td></td>
<td></td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>2) Qualifications and experience of key personnel with similar projects and services.</td>
<td></td>
<td></td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>3) Understanding of the specific work described in the scope of services.</td>
<td></td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>4) Ability to complete the work within the established schedule.</td>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>5) RFQ submittal quality and completeness/references.</td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

SCORE:
0 = Non-Responsive
1 = Poor
2 = Fair
3 = Average (Included only minimum of what was asked for on subject criteria)
4 = Good
5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine the highest two or three ranking firms for vendor presentations.

If vendor presentations are necessary, presentations will be a total of 45 minutes. Each firm will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the
RFQ EVALUATION
This Request for Statements of Qualifications includes following all the procedures in this document and sending the sealed Statements of Qualifications information to the BOCC by the due date and time. Once the Statements of Qualifications are received, the Selection Committee members will independently review each submittal and score each Statement of Qualifications based on the evaluation criteria. All Statements of Qualifications received in accordance with this Request for Statements of Qualifications will be evaluated using the following criteria.

Scoring for all RFQ's

<table>
<thead>
<tr>
<th>Score</th>
<th>X</th>
<th>Weight</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>.25</td>
<td>1.25</td>
<td>1.1875</td>
</tr>
<tr>
<td>4.75</td>
<td>.25</td>
<td>1.19</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>.25</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>.15</td>
<td>0.75</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>.10</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine the highest two or three ranking firms for vendor presentations.

If vendor presentations are necessary, presentations will be a total of 45 minutes. Each firm will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the
PART 2
EVALUATION AND AWARD

RFQ EVALUATION
This Request for Statements of Qualifications includes following all the procedures in this document and sending the sealed Statements of Qualifications information to the BOCC by the due date and time. Once the Statements of Qualifications are received, the Selection Committee members will independently review each submittal and score each Statement of Qualifications based on the evaluation criteria. All Statements of Qualifications received in accordance with this Request for Statements of Qualifications will be evaluated using the following criteria.

Scoring for all RFQ's

<table>
<thead>
<tr>
<th>Facility</th>
<th>Score</th>
<th>Weight</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Capability of the firm or firm(s) to perform all or most aspects of the services required.</td>
<td>5</td>
<td>.25</td>
<td>1.25</td>
</tr>
<tr>
<td>2) Qualifications and experience of key personnel with similar projects and services.</td>
<td>5</td>
<td>.25</td>
<td>1.25</td>
</tr>
<tr>
<td>3) Understanding of the specific work described in the scope of services.</td>
<td>5</td>
<td>.25</td>
<td>1.25</td>
</tr>
<tr>
<td>4) Ability to complete the work within the established schedule.</td>
<td>5</td>
<td>.15</td>
<td>.75</td>
</tr>
<tr>
<td>5) RFQ submittal quality and completeness/references.</td>
<td>5</td>
<td>.10</td>
<td>5</td>
</tr>
</tbody>
</table>

SCORE:
0 = Non-Responsive  
1 = Poor  
2 = Fair  
3 = Average (Included only minimum of what was asked for on subject criteria)  
4 = Good  
5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine the highest two or three ranking firms for vendor presentations.

If vendor presentations are necessary, presentations will be a total of 45 minutes. Each firm will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the