

DeKalb County
Department of Purchasing and Contracting

TO: The Department of Planning & Sustainability

FROM: Judi Moore, Purchasing & Contracting - Team A

SUBJECT: RFP No. 20-500523-Plan Review, Inspection and Technical Support Services
(Multi-Year Contract)

DATE: October 29, 2020

It is requested that you do the following:

1. Please review the attached proposals associated with the above referenced solicitation and provide your award recommendation. You are looking for the lowest, responsive and responsible responder. Your review should ensure that you are confident that your recommended provider(s) can in fact provide the goods and services required.
2. Please provide the following information in the space provided on page two:
 - a. Specific justification why in your professional opinion the recommended vendor should be awarded the contract.
 - b. Advise of any problems in connection with the selected vendor(s), if any exist.
 - c. If you find responders who offer lower prices than your recommended agency(s), then you must provide specific justification why they are either non-responsive* (did not follow the instructions found in the solicitation) or non-responsible** (not able to perform/deliver as minimally required according to the scope of work found in the solicitation).

**Note – The Department of Purchasing and Contracting is ultimately responsible in determining if a bidder is non-responsive, but input/feedback from the user department is always important to us.*

***Note – The user department and the Department of Purchasing and Contracting must mutually agree before determining if a bidder is non-responsible.*

1. Return completed required documents within ten (**10**) business days.

Should you have any questions, please call me at (**404-371-6338**) regarding, RFP No. 20-500523-Plan Review, Inspection and Technical Support Services (Multi-Year Contract).

User Department's Recommendation

Recommended Agency/Provider(s): NOVA meets our approval.

Amount Spent on Previous Contract: \$250,000

Name of Fund: Planning – 201 Development

Project Amount This Term: \$250,000

Written Justification:

Based on the following:

1. Reviewing the “Committee Services and Recommendation for RFP No., 20-500532 Plan Review, Inspection and Technical Support” report outlining the evaluation committee’s evaluation by category,
2. Reviewing the Cost Proposal Evaluation Report,
3. Debriefing at a “gut-level” of the P&S and Watershed participants, and
4. A quick review of the proposal submitted by NOVA.

In my professional opinion, I concur with the vendor recommendation determined by the evaluation committee. I am confident that the selected vendor is the lowest, responsive and responsible vendor and can in-fact provide the required goods and services.

This contract should be awarded to NOVA.



Ricky E. Cunningham, Deputy Director
Name, Title
Date: 5 November 2020



Andrew Baker, P&S Director
Department Director
Name, Title
Date: November 5, 2020