



MPA ROUTING MEMO



TO: Jim White, Executive Director
THRU: John Thornton, Manager of Procurement
Wonza Spann-Nicholas, Director of Finance
CC: Steve Johnson
FROM: Trisha O'Neal, Procurement Officer
PHONE: 410-385-4850
DATE: OCTOBER 31, 2017

PLEASE ROUTE THIS DOCUMENT IN THE ORDER LISTED BELOW AS SOON AS POSSIBLE

Delays in approvals will delay finalization of this transaction. If the person indicated below is not available to sign this document, an authorized alternate (if any) should sign instead.

SUBJECT: **217045-IT, GIS Services**

DESCRIPTION: **For your signature - Approval of recommendation for contract award using Intergovernmental Cooperative Purchasing – DOIT CATS+ Master Contract 060B2490023.**

SPECIAL INSTRUCTIONS: Please approve the attached recommendation where indicated. The Office of Attorney General (Phil Whaling) has reviewed and approved the Procurement Officer's Determination on October 30, 2017.

Name/Department:

Signature/Date:

1. John Thornton
Manager of Procurement
2. Wonza Spann-Nicholas
Director of Finance
3. Jim White
Executive Director

 10/31/17
 11/1/17
 11/6/2017

PLEASE RETURN TO: Trisha O'Neal, Procurement

PROCUREMENT OFFICER'S DETERMINATION
INTERGOVERNMENTAL COOPERATIVE PURCHASING
CONTRACT NO. 217045-IT
GEOGRAPHIC INFORMATION SYSTEM SERVICES
JOHNSON, MIRMIRAN & THOMPSON, INC. AND RUMMEL, KLEPPER & KAHL, LLP

I. EXECUTIVE SUMMARY

This Determination has been executed pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing, to procure four resources for Geographic Information System (GIS) Services under an Intergovernmental Cooperative Purchasing Agreement of the Department of Information Technology (DOIT), CATS+ Master Contract No. 060B2490023.

II. PROCUREMENT PROCESS

On July 27, 2017, the Maryland Department of Transportation Maryland Port Administration (MDOT MPA) advertised the Task Order Request for Proposals (TORFP) for four resources for GIS Services for a period of three years with two one-year renewal options. The TORFP was sent to 193 Master Contractors under Functional Area 4 of the DOIT CATS+ Master Contract. A preproposal conference was held on August 3, 2017 and ten Master Contractors were in attendance.

Proposals were due on September 5, 2017. Four proposals were received; however, one proposal had to be rejected because it was submitted late.

The three remaining proposals were distributed to the evaluation committee. The committee was comprised of the following members:

Patricia Gaynor, Office of Engineering
Carl Henderson, Office of Engineering
Mike Hagin, Information Services Department

Each member reviewed and evaluated the Technical Proposals. The evaluation committee deemed all three offerors susceptible of being selected for award based on the Technical Proposals. Below is the technical ranking:

<u>Offeror</u>	<u>Technical Ranking</u>
Johnson, Mirmiran and Thompson, Inc. (JMT)	1
Rummel, Klepper and Kahl, LLP (RKK)	2
KCI Technologies, Inc. (KCI)	3

On October 3, 2017, the Financial Proposals were opened and the Procurement Officer sent a request for Best and Final Offers (BAFOs) to the offerors. In response to the request for BAFOs all three offerors reduced their prices. Below is the financial BAFO ranking:

<u>Offeror</u>	<u>Financial Total Evaluated Price</u>	<u>BAFO Total Evaluated Price</u>	<u>Financial Ranking</u>
RKK	\$486,325.80	\$483,515.00	1
KCI	\$511,723.45	\$489,183.35	2
JMT	\$498,765.00	\$490,830.00	3

The hourly rates proposed by each offeror do not exceed the maximum hourly rates allowed under the DOIT CATS+ Master Contract. The rates proposed were for four resources, plus the rates for a fifth resource that will be requested immediately following notice to proceed.

The overall ranking, technical and price combined, is as follows:

<u>Offeror</u>	<u>Overall Ranking</u>
JMT	1
RKK	2
KCI	3

As stated in the TORFP, the Technical Proposal held greater weight than price. Although KCI's Financial BAFO was ranked second lowest, their Technical Proposal was ranked third. JMT's Financial BAFO was \$1,646.55 higher than KCI's, however JMT was technically ranked number 1.

The Evaluation Committee recommends JMT & RKK for award. JMT & RKK are extremely knowledgeable in all technical aspects of the TORFP, proposed experienced personnel and the ability to coordinate with its specialized subcontractor. JMT and RKK have demonstrated that they can provide the best GIS/CADD solutions in their technical proposals, and successfully demonstrated that their proposals offer the best value to the State, and MDOT MPA. JMT and RKK have previously provided MPA with similar GIS services under contracts awarded in 2015, which also were procured under the DOIT CATS+ Master Contract.

On Friday, October 20, 2017, KCI received notice that it was not selected for award. KCI has asked for a debriefing, which will be held on Wednesday, November 1.

III. DETERMINATION

- A. DOIT CATS+ Master Contract meets the requirements of an intergovernmental cooperative purchasing agreement under COMAR 21.05.09.01B(2)(a).
- B. It is in the best interest of the MDOT MPA to utilize the DOIT contract because doing so will provide cost benefits to the State; DOIT has already competitively solicited for the CATS+ Master Contract. It will promote administrative efficiencies as DOIT has already deemed JMT and RKK responsible, and it is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.
- C. The award amount is within the funding available.
- D. Making an award under DOIT CATS+ Master Contract No. 060B2490023 will save MDOT MPA the considerable time it will take to prepare a solicitation for public advertisement,


obtain necessary approvals prior to publication, publish the solicitation, receive and evaluate proposals, and then complete an award. It will also provide MDOT MPA with contract pricing, procedures, and services identical to those provided by DOIT to other State agencies.

- E. Based on the aforementioned information and in accordance with the State Procurement Regulations, COMAR 21.05.03.04F, "the procurement officer shall make a determination recommending award of the contract to the responsible Offeror whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the request for proposals" it is my determination that JMT and RKK should be awarded the GIS contract in the amount of \$1,000,000 each for a period of three years with two one-year renewal options.
- F. Final award will be subject to approval by the Maryland Port Commission and the Board of Public Works, currently scheduled for December 5 and December 20, 2017, respectively.

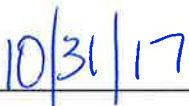
V. APPROVAL REQUIRED

COMAR 21.05.09.05 provides: "Before awarding or participating in an intergovernmental cooperative purchasing agreement, the procurement officer shall obtain the approval of the primary procurement unit head, and any other approvals as required under this title."

I request your approval, as unit head, to procure as described in this determination, subject to completion of all other requirements of procurement law, fund certification, execution and approval of the contract (including approval by the Office of the Attorney General for form and legal sufficiency), etc.

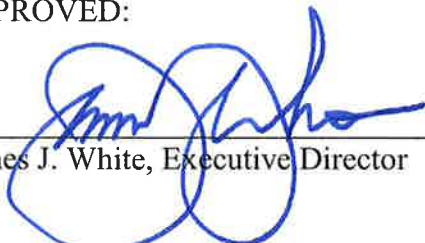


Trisha O'Neal
Procurement Officer




Date

APPROVED:



James J. White, Executive Director



Date