



JOHN C. SHOOP, MAYOR

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CITY CLERK/TREASURER

SCOTT NOETHLICH
CITY ADMINISTRATOR

PENNY ROBINSON, CGFO
FINANCE DIRECTOR

NOTICE OF INTENT TO AWARD

DATE: MARCH 26, 2019

BID: RFP 19-001

BID NAME: CDBG GRANT ADMINISTRATOR

CONTRACTOR: FRED FOX ENTERPRISES

This is not a Notice to Proceed.

This notice is to inform all respondents to the above referenced solicitation of the City of Sebring's intent to submit the above contractor to the City Council for approval. Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision.

Failure to file a protest within the time prescribed herein shall constitute a waiver of the right to protest the award.

Lisa Osha
City of Sebring, Purchasing Agent
368 South Commerce Avenue; Sebring, Florida 33870

Phone: 863-471-5110



RFP 19-001 CDBG GRANT ADMINISTRATOR
SCORING TOTALS

VENDOR	EVALUATORS SCORES			TOTAL	RANK
	KEN FIELDS	BOB HOFFMAN	PENNY ROBINSON		
FRED FOX ENTERPRISES	90	70	94	254	1
FIRST CHOICE MANAGEMENT SERVICES	31	46	51	128	2

Committee recommends awarding the CDBG Grant Administrator contract to the highest ranked vendor, Fred Fox Enterprises
Results must be approved by the Sebring City Council before becoming official.

Lisa Osha, Purchasing Agent



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FEED FOX ENTERPRISES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	20
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	40
The quality of the response from the client references provided from other communities.	0 - 25	25
Fee and proposed fee basis.	0 - 5	5
Total Points Possible - 100	TOTAL SCORE:	90

Evaluator Name: Kenneth Fields

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FRED FOX ENTERPRISES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	15
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	30
The quality of the response from the client references provided from other communities.	0 - 25	20
Fee and proposed fee basis.	0 - 5	5
Total Points Possible - 100	TOTAL SCORE:	70

Evaluator Name: [Signature]

Date: 3/21/19



**CDBG Grant Administrator
RFP #19-001**

Name of Respondent/Proposer: FRED FOX ENTERPRISES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	20
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	45
The quality of the response from the client references provided from other communities.	0 - 25	25
Fee and proposed fee basis.	0 - 5	4
Total Points Possible - 100	TOTAL SCORE:	94

Evaluator Name: Penny Robinson Penny Robinson

Date: 3/25/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FIRST CHOICE MANAGEMENT SERVICES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	5
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	25
The quality of the response from the client references provided from other communities.	0 - 25	0
Fee and proposed fee basis.	0 - 5	1
Total Points Possible - 100	TOTAL SCORE:	31

Evaluator Name: Kenneth Fields

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FIRST CHOICE MANAGEMENT SERVICES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	10
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	25
The quality of the response from the client references provided from other communities.	0 - 25	10
Fee and proposed fee basis.	0 - 5	1
Total Points Possible - 100	TOTAL SCORE:	46

Evaluator Name: [Signature]

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FIRST CHOICE MANAGEMENT SERVICES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	5
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	40
The quality of the response from the client references provided from other communities.	0 - 25	5
Fee and proposed fee basis.	0 - 5	1
Total Points Possible - 100	TOTAL SCORE:	51

Evaluator Name: Penny Robinson Penny Robinson

Date: 3/25/19