City of Jacksonville, Florida

Lenny Curry, Mayor

Finance and Administration Department
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ONE CITY. ONE JACKSONVILLE.

June 13, 2019

TO: Greg Pease, Chairman
Professional Services Evaluation Committee

FROM: Patrick Greive, Director
Finance and Administration Department

Brennan Merrell, Manager Debt and Investments
Finance and Administration Department

SUBJECT: P-19-19 Revenue Audit Services

The subcommittee received three (3) proposals for evaluation for the subject project. All were found to be responsive, interested qualified and available to provide the services required by the Request for Proposal. The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically and ranked, were determined to be the most qualified of those submitting proposals. The ranking of first, second and third designates the order of qualification of these firms to perform the required services:

2) CRI – Carr, Riggs & Ingram
1) James Moore
3) Tax Management Associates, Inc.

We recommend that the above list is forwarded to the Mayor for final selection.

PG/

Attachment: Scoring Matrix
Fee Sheets

Evaluation Matrix

EVALUATION SCALE

1---------- 15

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. **P-19-19** AVERAGE

PROJECT TITLE: **Revenue Audit Services**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of Rates, Fees	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
Maximum Points Assessed	15	10	5	15	15	5	5	15	10	5	**100**
CRI - Carr, Riggs & Ingram	**13.00**	**8.00**	**5.00**	**13.00**	**13.00**	**5.00**	**4.50**	**14.50**	**7.00**	**2.50**	**85.50**
James Moore	**14.00**	**8.00**	**4.50**	**13.00**	**13.00**	**4.25**	**4.50**	**14.50**	**7.50**	**5.00**	**88.25**
Tax Management Associates, Inc.	**12.75**	**7.00**	**3.00**	**13.00**	**13.50**	**3.00**	**3.25**	**12.75**	**8.25**	**3.00**	**79.50**