

To: Alyce M. Robertson, Executive Director
From: Sarah Ingle, Manager of Urban Planning & Transportation 
Date: March 29, 2010
Re: RFP 10-03, Ambassador Services – Evaluation Committee Process and Recommendation

The Miami DDA issued RFP 10-03 seeking proposals for Ambassador Services on February 8, 2010. Seven submittals were received by the due date of March 8, 2010 (see Attachment A). Two of the seven submittals were incomplete and were not considered in this RFP process. One additional submittal was received after the due date and was not considered in this RFP process.

On February 2, 2010, you appointed the following individuals to serve as an Evaluation Committee to review and rank the submittals: Jose Goyanes, Betty Gutierrez, Danet Linares, Ofc. Wanda Mendez, and Oscar Rodriguez.

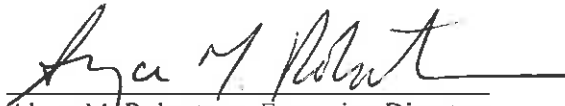
The Evaluation Committee convened at 9:30 a.m. on March 17, 2010 at the DDA office to review and rank each of the five submittals deemed responsive and responsible. Proposals were ranked pursuant to the RFP criteria, and the top three ranked firms were selected for Oral Presentations (see Attachment B).

The Evaluation Committee convened at 9:30 a.m. on March 25, 2010 at the DDA office to hear Oral Presentations from the top three ranked proposals. Firms were given 30 minutes each for set-up, presentation, Q&A, and breakdown. Following the presentations, the Committee re-ranked the three finalists (see Attachment C).

Pursuant to the process above, the Evaluation Committee recommends that the DDA initiate negotiation of a Professional Service Agreement with the top-ranked firm, **Verasys/Andrews International, Inc.**

Please sign below if you agree with this recommendation.

APPROVED


Alyce M. Robertson, Executive Director

3/31/2010
Date

SWI/sh
Attachments

Attachment "A"



MIAMI DOWNTOWN DEVELOPMENT AUTHORITY
RECEIPT/ TABULATION LIST

ITEM: RFP 10-03 AMBASSADOR SERVICES

FISCAL YEAR: FY 2009-2010

DUE DATE: March 8, 2010 TIME: 2:00 PM

	Applicant	Date Received	Time Received
1.	Kent Security Services	3/4/10	10:00 AM
2.	Block by Block	3/5/10	9:30 AM
3.	IPC International Corporation	3/8/10	8:00 AM
4.	Verasys /Andrews International, Inc.	3/8/10	10:15 AM
5.	Florida Patrol Investigators, Inc. D/B/A FPI Security Services	3/8/10	10:30 AM
6.	Eulen America /American Sales & Management Organization	3/8/10	11:45 AM
7.	Security Alliance, LLC	3/8/10	2:00 PM

PREPARED BY:

Sandra Hernandez
Board Secretary

A handwritten signature in black ink, appearing to read "SH", is written over the typed name and title of Sandra Hernandez.



RFP 10-03 Ambassador Services
 Evaluation Committee Score Card
 March 17, 2010

	APPLICANT	RANK					<i>Average</i>
		Jose Goyanes	Betty Gutierrez	Danet Linares	Ofc. Wanda Mendez	Oscar Rodriguez	
1.	Block by Block	69	85	80	75	90	79.8
2.	IPC International Corp.	70	80	70	65	91	75.2
3.	Andrews International, Inc./ Verasys	85	83	90	95	97	90.0
4.	Florida Patrol Investigators D/B/A FPI Security Services	45	50	55	33	85	53.6
5.	Eulen America	50	55	60	38	90	58.6



RFP 10-03 Ambassador Services
Evaluation Committee - Oral Presentations Score Card
March 25, 2010

	APPLICANT	RANK					Average
		Jose Goyanes	Betty Gutierrez	Danet Linares	Ofc. Wanda Mendez	Oscar Rodriguez	
1.	Block by Block	80	90	81	85	83	83.8
2.	IPC International Corp.	85	80	66	80	71	76.4
3.	Verasys /Andrews International, Inc.	100	95	96	100	94	97.0