

OFFICE OF INSPECTOR GENERAL
CITY OF NEW ORLEANS



TO: E.R. Quatrevaux, Inspector General
FROM: Carla Gendusa, Alaina Stewart, and LeaRae Webb
RE: Recommendation of selection committee for procurement of Information
Technology Services
DATE: June 3, 2011

The undersigned make up the three-person selection committee you appointed to evaluate proposals received in response to this Office's Request for Proposals for Information Technology Services. As specified in §5 of the OIG Professional Services Procurement Policy, the committee met in an open meeting in City Hall on June 1, 2011, to evaluate the proposals and determine the most advantageous proposal from a responsible and responsive offeror taking into consideration price and the evaluation criteria set forth in the request for proposals.

Seven proposals were submitted by the following proposers:

1. CommTech Industries
2. Computers, Communications, and Controls
3. Sparkhound, Inc.
4. Steve Palacios d/b/a Technical Support Network
5. Synchronous Solutions, Inc.
6. Telecommunications Development Corp.
7. Ultimate Technical Solutions, Inc.

After an initial review of the proposals, OIG Technical Specialist Alaina Stewart and OIG Chief Procurement Officer Gregory Fahrenholt concluded that the proposal submitted by Steve Palacios failed to meet the minimum qualifications described in Section 2.1 of the RFP because the proposer did not provide evidence that he possessed any requested IT-related certification or that he had prior experience providing services to clients maintaining highly sensitive data.

Prior to the selection committee meeting, each member individually reviewed and evaluated the remaining six proposals based on non-price criteria and prepared written comments for each. The written evaluation forms detailing each member's comments on those six proposals are attached to this memo.

After each member discussed her individual evaluation of each proposal during the committee, the committee reached the following overall consensus regarding whether each proposal should be deemed highly advantageous, advantageous, or not advantageous prior to taking price into consideration:

- Highly Advantageous Proposals – CommTech Industries, Sparkhound, Inc., and Ultimate Technical Solutions, Inc.
- Advantageous Proposal – Synchronous Solutions, Inc.
- Not Advantageous Proposals – Computers, Communications, and Controls, and Telecommunications Development Corp.

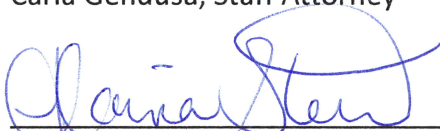
After ranking proposals on this basis based on non-price criteria, the panel then evaluated each firm's cost proposal. Of the three Highly Advantageous proposals, Ultimate Technical Solutions proposed the lowest price by a wide margin, with hourly rates of \$67.00 for the primary consultant and \$51.00 for secondary consultants. In contrast, CommTech Industries proposed hourly rates of \$124.00 and \$99.00, and Sparkhound, Inc., proposed hourly rates of \$110.00 and \$95.00 for primary consultants and secondary consultants, respectively.

Overall, only one firm – Synchronous Solutions, Inc. – provided a lower overall price (\$40 per hour for each of three consultants) than Ultimate Technical Solutions, Inc. However, Synchronous Solutions, Inc., is based in Chicago, Illinois, and proposed to manage the services out of its Chicago office, and the key personnel identified were less qualified and experienced than the Ultimate Technical Solutions, Inc. personnel. The selection committee thus concluded that the higher price submitted by Ultimate Technical Solutions, Inc. is justified by the higher quality of its proposal.

Accordingly, for the reasons articulated during the selection committee's meeting, the committee recommends that the contract for Information Technology Services be awarded to Ultimate Technical Solutions, Inc.



Carla Gendusa, Staff Attorney



Alaina Stewart, Technical Specialist



LeaRae Webb, Forensic Auditor