



Fulton County Board of Commissioners
Agenda Item Summary

19-0284

BOC Meeting Date
 4/17/2019

Requesting Agency

State Court

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of contract – State Court, RFP# 19RFP012819A-CJC, Self-Help Center Technical Assistance Project in the amount of 47,000 with National Center for State Courts, (Williamsburg, VA.) to provide a comprehensive Self-Help Center that will improve access to justice for self-represented litigants (SRLs). The contract period 5/1/2019to 8/1/2019.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with State of Georgia O.C.G.A. §36-10-1, requests for approval of contractual agreements shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are safe

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: This contract will provide State Court a technical assistance plan for the development of a comprehensive Self-Help Center, to improve access to justice for self-represented litigants. An improved Self-Help Center, will offer innovative programs and resources that promote access to justice and improve court processes. Will also reduce ethical challenges faced by court clerks in providing assistance to customers, and ensure legal aid resources are well allocated.

Community Impact: (No Risk. Benefit to the community to have an improved Self-Help Center in State Court to assist in Criminal, Civil, and Traffic proceedings.

Department Recommendation: Approval of this contract will enable State Court to meet its obligation to procure a consultant, to implement the technical assistance grant awarded by the State Justice Institute.

Project Implications: None

Community Issues/Concerns: (Identify any issues/concerns raised by constituents or clients concerning the agenda item and if those issues have been addressed?)

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Department Issues/Concerns: None at this time

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes or No. If yes, for non-purchasing item(s), describe what action(s) were taken.)

(For purchasing items, provide the project history chart or if a new procurement, insert "New Procurement".)

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

National Center for State Courts

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	5	2	2	9
No. Bids Received:	0	2	0	2

Total Contract Value	.
Total M/FBE Values	.
Total Prime Value	.

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 461 420 TA19 1160: Grants, State Court, Professional Services-\$47,000.00

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit-1: Evaluation Committee Recommendation Letter

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 LeNora Ponzio, Chief Clerk, 404-613-6728

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Continued

Procurement

Contract Attached: .	Previous Contracts: .		
Solicitation Number: .	Submitting Agency: .	Staff Contact: .	Contact Phone: .

Description:.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount: .		Amount: .	%: .
Previous Adjustments: .		Amount: .	%: .
This Request: .		Amount: .	%: .
TOTAL: .		Amount: .	%: .

Grant Information Summary:

Amount Requested: 47,000	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: 5/1/2019	<input type="checkbox"/>	Approval to Award
End Date: 8/1/2019	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: 461 4201 TA19 1160	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 5/1/2019	End Date: 8/1/2019
Cost Adjustment: 47,000	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Ponzo, LeNora	Date: 3/14/2019
X	County Attorney:	Martinez, Dominique	Date: 4/8/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 4/8/2019
X	Finance/Budget Analyst/Grants Admin:	Ash, Angela	Date: 3/14/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 4/8/2019



INTEROFFICE MEMORANDUM

19-0284

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: March 13, 2019

PROJECT: 19RFP012819A-CJC, Self-Help Center Technical Assistance Project for State Court

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the State Court.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Benchmark Corporation, Inc.
2. National Center for State Court

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by National Center for State Court with a total score of 91.92, is the recommended vendor for the award of 19RFP012819A-CJC, Self-Help Center Technical Assistance Project for State Court.

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:



Erika Wilson Wells, Senior Court Associate
State Court



Jennifer Hubbard, Court Program Administrator
State Court



Nichole C. Milton, Esq., Chief Deputy Clerk
State Court

EVALUATION CRITERIA	WEIGHT	Benchmark Corporation, Inc.	National Center for State Courts
Project Plan/Approach to Work	35%	11.67	35
Qualification of Key Personnel	20%	13.33	20
Relevant Project Experience/Past Performance	25%	10.42	25
Availability of Key Personnel	13%	8.67	11.92
Local Preference	5%	5	0
Service Disabled Veterans Preference	2%	0	0
TOTAL SCORE:	100%	49.08	91.92

INTEROFFICE MEMORANDUM



**FULTON
COUNTY**

TO: Felicia Strong-Whitaker, Director, Purchasing

FROM: LeNora Hawkins Ponzo, Chief Clerk, State Court *LP*

DATE: March 22, 2019

SUBJECT: SJI Contractor Performance Memo

The contractor listed below provided consultancy services for Fulton County State Court in 2014, but there was no charge, therefore we did not complete a "Contract Performance Memo."

Project No: 19RFP012819A

Project Title: Self-Help Center Technical Assistance Project for State Court

Contractor: National Center for State Courts (NCSC)
Court Consulting
707 Seventeenth Street, Suite 2900
Denver, CO 80202-3429
(800) 466-3063