

BURNET COUNTY ANNUAL FINANCIAL AUDIT

Bid Explanation or #:

RFQ 19-4950-01

Burnet County --- Bidder Comparison Worksheet

1	Price (3 yr average)	Edie Bailey, Singleton Clark and PBH were all within the 2019-2020 budget .	60	60.0%		10	10	7	10
2	Qualifications/Experience	GFOA based on 2017 CAFR PBH - 12, Edie Bailly - 1, Belt Harris Pechacek - 2, Singleton Clark - 1	20	20.0%		7	7	7	10
3	Service meet Burnet County Needs	See attached	20	20.0%		7	7	7	10
			100			88	88	70	100
					RANK	2	2	4	1

Bid Evaluation completed by:

Joan Fisher

Date completed

9/9/19

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Bid Explanation or #:

RFQ 19-4950-01

Burnet County --- Bidder Comparison Worksheet

Bid Item #	Primary Bid Criterion	Bid Criteria Description	Bid Weight	% of Bid Criterion		Edie Bailey	Singleton Clark	Belt, Harris, Pechacek	Pattillo, Brown & Hill
1	Price (3 yr average)	Edie Bailey, Singleton Clark and PBH were all within the 2019-2020 budget .	60	60.0%		10	10	7	10
2	Qualifications/Experience	GFOA based on 2017 CAFR PBH - 12, Eide Bailly - 1, Belt Harris Pechacek - 2, Singleton Clark - 1	20	20.0%		8	8	8	10
3	Service meet Burnet County Needs	See attached	20	20.0%		9	9	9	10
			100			94	94	76	100
				RANK		2	2	4	1

Bid Evaluation completed by: Karin Smith

Date completed 9/9/19

C. EVALUATION CRITERIA AND FACTORS

The award of the contract shall be made to the responsible offerer whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with the Texas Local Government Code, Chapter 262. The evaluation criteria will be grouped into percentage factors as follows:

60% Offerer's total proposed price

1. Total costs of proposal
2. Cost proposals compliance with minimum specifications.
3. Cost proposals compatibility with owners stated purpose.

20% Offerer's Qualifications/Experience

1. Financial stability
2. Demonstrated prior experience in providing similar services
3. Capability to provide responsive service
4. Offerer's ability to perform

20% Proposed services meeting Burnet County's needs and requirements

1. Adherence to requirement of RFQ
2. Offerer's responsibility clearly defined
3. Burnet County's participation and responsibility clearly defined
4. Demonstrated ability to fully meet the needs of Burnet County

Negotiations may be conducted with responsible bidders who submit proposals determined to be reasonably susceptible of being selected for award. All bidders will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

D. SUBMITTAL:

For proper comparison and evaluation, Burnet County requests that proposals address, at a minimum, the following format.

1. **Transmittal Letter** - A brief introductory letter of representation. Briefly state your understanding of the work to be performed and make a positive commitment to perform the work within the time period. State the names of persons authorized to make representations for the firm, their titles, addresses, and telephone numbers.
2. **Executive Summary & Experience** - A brief summary highlighting the most important points of the proposal. Describe the scope of the required services as well as a brief description of the offerer's experience.
3. **Degree of Compliance** - A statement that all services quoted in proposal is in full accord with the specifications or a brief listing of all those specification sections to which the offerer takes exception.

3yr. avg.

Eide Bailey \$35,033.

Singleton Clark \$33,000

Belt, Huns, Pedack
\$65,262.

Pattillo, Brown Hill
\$34,975.

	Closest Location	TX County 2017 GFOA Clients	Office Hours	Onsite Hours	Estimated Total Hrs
PBH	Waco	Anderson County (GFOA) Bastrop County (GFOA) Collin County (GFOA) Denton County (GFOA) Ellis County (GFOA) Galveston County (GFOA) Gregg County (GFOA) Grimes County (GFOA) McLennan County (GFOA) Rockwall County (GFOA) Webb County (GFOA) Warton County (GFOA)			420
Eide Bailly	Abilene	Potter County (GFOA)			380 additional 70 hrs for single audit
Singleton, Clark	Cedar Park	Bee County (GFOA)	70	184	254
Belt Harris Pechacek	Houston & Austin office	Polk County (GFOA) Chambers County (GFOA)			hrs not listed

OPENING
AUGUST 30, 2019
2:00 pm

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Patillo, Brown, & H/N approved 9/10/19