
MEMORANDUM

TO: MAX ROYLE, CITY MANAGER

CC: BID FILE

FROM: ANTHONY JOHNS, IT MANAGER

SUBJECT: RECOMMENDATION OF AWARD; RFP 21-07

DATE: MARCH 14, 2022

The evaluation committee has submitted all evaluation forms related to RFP 21-07; Voice and Data Services. After reviewing these evaluation forms, the committee has rated VR3 as the best proposal. We would like to move forward with contract review and negotiation as soon as possible.

RFP 21-07 was advertised on the City website and on DemandStar; Additionally, all responsive vendors to the previous phone and data RFP were notified of the new bid. At bid opening, we received five bids, of which four were qualified. An evaluation committee was created from members of each department to review the bids and rank them. Of the five-member committee, four returned filled in evaluation forms and one returned a ranked recommendation only. The ranked recommendation and the evaluation forms all indicate that VR3 is our first-choice vendor at a pre-negotiated monthly recurring cost of \$2603.18.

I recommend that we move forward with the following actions: Formal award of RFP 21-07 to VR3, authorization for the City Attorney to begin contract review, and negotiation with VR3 for voice and data services, and authorization for staff to negotiate additions or changes to the VR3 proposal to tailor the solution to our needs.