



CITY OF NEWARK
DELAWARE

May 8, 2023

TO: Honorable Mayor & Council

FROM: Donald Lynch, IT Infrastructure Manager *DL*
Tara Schiano, City Secretary *TS*
David Del Grande, Finance Director *DD*
Jeff Martindale, Chief Procurement & Projects Officer *JM*

VIA: Tom Coleman, City Manager *TC*

SUBJECT: Recommendation to Award Request for Proposal (RFP) 23-01: Council Chamber Hybrid Meeting Platform Upgrade and Budget Amendment

BACKGROUND

During the Covid period, Staff needed to quickly move from an in-person Council/public platform to a virtual environment to hold all Council and Committee meetings. As a result, a system was quickly put in place that met the requirements of public meetings but has limited functionality and poor reliability. These shortcomings have resulted in subpar performance for staff, Council, and the public. Staff was tasked by Council to replace the existing system with a permanent solution to host the City's hybrid meetings.

PROPOSAL PROCESS/REVIEW

The Purchasing Division advertised RFP No. 23-01 in The News Journal, on the City's website, and emailed copies of the RFP directly to several firms following research into appropriate vendors. Proposals were distributed to and reviewed by the evaluation committee, which consisted of IT Infrastructure Manager Donald Lynch, City Secretary Tara Schiano, Finance Director David Del Grande, CPPO Jeff Martindale, and City Manager Tom Coleman.

Four (4) vendors responded to the City's RFP. Each committee member reviewed and ranked the proposals based on the following ranking criteria and point range:

1. Reputation and experience of the firm in connection with services related to the scope of work. Point range: 0-20
2. Responsiveness of the written proposal in clearly stating an understanding of the work to be performed, as outlined in the scope of services portion of this RFP. Point range: 0-20

3. Time frame in which the deliverables of this project as defined within this RFP can be completed. Point range: 0-20
4. Description of work for the proposed solution. Point range: 0-30
5. Ability to meet vendor support and training requirements. Point range: 0-10

The average scores assigned to the four (4) proposals received are as follows:

1. Haverford Systems, Inc. (HSI)	88.8/100
2. The Lerro Corporation (Lerro)	84.6/100
3. Assurance Media	74.2/100
4. Delaware Audio Visual Integration & Design	61.8/100

With two clear front-runners, both HSI and Lerro were invited to a follow-up interview round with the evaluation committee. Scores were reset for the second-round, which consisted of a presentation and Q&A session that was worth up to 25 points. The following is the committee’s scoring of the second-round interview:

1. Haverford Systems, Inc. (HSI)	18.6/25
2. The Lerro Company	22.8/25

While the evaluation committee felt both companies would be successful if selected, there were a few areas where Lerro’s proposal stood out. Lerro’s approach to the City’s audio/visual needs was easy to understand and could easily be extended to other City conference rooms and meeting spaces. The proposed solution offers improvements for all participants and will integrate easily with our current recording software. Additionally, Lerro is able to provide the additional support that the City requested in the RFP. Lerro also had long-standing relationships with other municipalities, including 30 years with the City of Wilmington, where they performed services closely aligned with what we do in Newark. Staff finds Lerro’s proposal meets both our needs and staff requirements.

FUNDING

The price for the project by Lerro as proposed is \$77,338. The budget has not been authorized by Council for this project since staff did not know how much to estimate for this project during the 2023 budget process. Funding in the amount of \$97,500 is requested to fully outfit the Council Chamber with adequate technology to run hybrid meetings from ARPA funds previously appropriated to supplement the Water Main Replacement project (W9308). CIP #12101, Council Chambers Audio Visual, will be amended to include this project. Any unused funds will go back to W9308 once the project is completed.

RELATED DOCUMENTS

1. RFP 23-01: <https://newarkde.gov/bids.aspx?bidID=172>

RECOMMENDED MOTIONS

Motion 1:

I move that City Council amend the approved 2023 capital budget as outlined in the May 8th staff memo.

Motion 2:

I move that City Council award a contract stemming from RFP 23-01 to The Lerro Company for the provision of completing hybrid meeting platform upgrades.