

**PROCUREMENT SUMMARY
TRANSACTION AND USE TAX REVENUE FORECAST AND RECOVERY SERVICES
PS63897000**

1.	Contract Number: PS63897000	
2.	Recommended Vendor: MuniServices, LLC	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: July 10, 2019	
	B. Advertised/Publicized: July 10, 2019	
	C. Pre-Proposal Conference: Not Applicable	
	D. Proposals Due: July 29, 2019	
	E. Pre-Qualification Completed: September 22, 2019	
	F. Conflict of Interest Form Submitted to Ethics: August 12, 2019	
	G. Protest Period End Date: October 22, 2019	
5.	Solicitations Picked up/Downloaded: 9	Bids/Proposals Received: 2
6.	Contract Administrator: James A. Nolan	Telephone Number: (213) 922-7312
7.	Project Manager: Jin Yan	Telephone Number: (213) 922-2127

A. Procurement Background

This Board Action is to approve the award of Contract No. PS63897000 to MuniServices, LLC in support of Metro Treasury Department to provide transaction and use tax revenue forecast and recovery services beginning January 1, 2020. The current contract expires on December 31, 2019. Board approval of contract awards are subject to resolution of any properly submitted protest.

On July 10, 2019, Request for Proposal (RFP) PS63897 was issued in accordance with Metro's Acquisition Policy. The contract type is a firm fixed price for the transaction and use tax revenue forecasting services, and a percentage fee of actual revenue recovered amount for the transaction and use tax revenue recovery services.

No amendments were issued during the solicitation phase of this RFP.

Two proposals were received on the due date of July 29, 2019 from the firms listed below in alphabetical order:

1. HdL Companies
2. MuniServices, LLC

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro's Treasury and Office of Management and Budget (OMB) was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- Qualification of the Firm 25%
- Qualification of Staff 15%
- Work Plan and Project Organization 30%
- Price/Fees: 30%

The evaluation criteria are appropriate for this procurement and are consistent with criteria developed for similar procurements. Several factors were considered when developing these weights, giving the greatest importance to work plan and project organization, as well as, pricing.

During the week of July 29, 2019, the PET met and evaluated the proposals in accordance with the evaluation criteria as published in the RFP.

The two proposals received were determined to be within the competitive range.

Qualifications Summary of Firms:

MUNISERVICES, LLC

MuniServices, LLC (MuniServices/an Avenu Insights & Analytic Company) is the incumbent contractor providing transaction and use tax audit recovery and forecasting services to Metro. They are headquartered in Fresno, CA and have a local office in Los Angeles County. MuniServices has experience in providing audit recovery and forecasting services for over 150 large and small government and transportation agencies.

HdL COMPANIES

HdL Companies (Hinderliter, de Llamas and Associates) was founded in 1983 and provides revenue management services to local governments, transaction tax districts and special districts. HdL maintains a staff of over 150 specialists in performing audits, analysis and software support. HdL currently serves over 500 local government agencies in six states. HdL provides audit and management services to 167 transaction tax districts.

The following is a summary of the PET's evaluation scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	MuniServices, LLC				
3	Qualification of the Firm	91.60	25.00%	22.90	
4	Qualification of Staff	94.67	15.00%	14.20	
5	Work Plan and Project Organization	96.00	30.00%	28.80	
6	Price/Fees	98.30	30.00%	29.49	
7	Total		100.00%	95.39	1
8	HDL Companies				
9	Qualification of the Firm	78.40	25.00%	19.60	
10	Qualification of the Staff	94.00	15.00%	14.10	
11	Work Plan and Project Organization	76.00	30.00%	22.80	
12	Price/Fees	80.00	30.00%	24.00	
13	Total		100.00%	80.50	2

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon adequate competition, comparative price analysis of the competing proposal, independent cost estimate (ICE), and technical evaluation.

(a) Forecasting Fee	Proposer Name	Proposal Amount	Metro ICE	NTE amount
1.	MuniServices, LLC	\$100,000	\$150,000	\$100,000
2.	HDL Companies	\$90,000	\$150,000	

(b) Recovery Fee	Proposer Name	Proposal Amount *	Fee Basis	Amount
1.	MuniServices, LLC	\$1,700,000	Contingency based and will be deducted from the actual revenues when	\$1,700,000

			realized	
2.	HDL Companies	\$2,250,000	Contingency based and will be deducted from the actual revenues when realized	\$2,250,000

* Assuming a total of \$20 million revenue recovery for the 5-year term. Recovery fees are contingency based and will be deducted from actual recovered gross revenues when realized.

D. Background on Recommended Contractor

The recommended firm, MuniServices, LLC, headquartered in Fresno, CA with offices in Los Angeles, has been in business since 1978. This firm employs about 800 people and is a leader in the field of compliance auditing, tax and license administration, IT management solutions and tax revenue audit and recovery. MuniServices has provided its services to state and local government jurisdictions and municipalities in California, Florida, Georgia, Nevada, Pennsylvania, Texas and the District of Columbia. This firm has provided services to Metro for over 19 years, and is the incumbent contactor. In that time, MuniServices has recovered over \$42 million dollars for Metro.