

PROCUREMENT SUMMARY

REAL ESTATE MANAGEMENT SYSTEM/PS62371000

1.	Contract Number: PS62371000	
2.	Recommended Vendor: Flairsoft Ltd.	
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: 6/17/2019	
	B. Advertised/Publicized: 6/18/2019	
	C. Pre-Proposal Conference: 6/26/2019	
	D. Proposals Due: 7/30/2019	
	E. Pre-Qualification Completed: 9/12/2019	
	F. Conflict of Interest Form Submitted to Ethics: 8/1/2019	
	G. Protest Period End Date: 1/21/2020	
5.	Solicitations Picked up/Downloaded: 34	Bids/Proposals Received: 1
6.	Contract Administrator: Manchi Yi	Telephone Number: (213) 418-3332
7.	Project Manager: Vahram Shahgaldian	Telephone Number: (213) 418-3468

A. Procurement Background

This Board Action is to approve Contract No. PS62371000 to Flairsoft Ltd. (Flairsoft) for the purchase of Real Estate Management System and software support services, including optional licenses, modules and subscription maintenance & support. Board approval of contract awards are subject to resolution of any properly submitted protest.

The Request for Proposal (RFP) was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed price. The RFP was issued as a Small Business Set Aside procurement.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1 was issued on June 19, 2019 to provide proposers an option to participate in the pre-proposal conference via conference call;
- Amendment No. 2 was issued on July 8, 2019 to extend the proposal due date to July 30, 2019.

A pre-proposal conference was held on June 26, 2019 and was attended by 12 participants representing six firms. There were 13 questions submitted and responses were released prior to the proposal due date.

A total of 34 firms downloaded the RFP and were included on the planholders' list. A single proposal was received on July 30, 2019 from Flairsoft. A market survey was conducted of the planholders to determine why there were no other proposers. The following is a summary of the market survey from potential proposers:

1. We are focusing our resources to respond to another more relevant RFP.
2. We felt intimidation for not having enough experience to perform the work. Additionally, we are a small three-man business.
3. We determined that our solutions were not the best fit for your organization's needs and decided not to submit a proposal.
4. Our understanding of the SOW was that an off-the-shelf solution was required. We develop custom solutions and as such do not have an off-the-shelf offering.
5. We felt we would not be able to "comply with the SBE Program requirements provided in the Diversity & Economic Opportunity Department Contract Compliance Manual (Set-Aside)."
6. We found the timeline required to be short as to our current capacity. The COTS vendors we interviewed also hesitated in partnering with a small agency such as ours.
7. Our technical staff No-Go'ed this opportunity due to the delivery structure and our inability to meet the basic RFP specifications.
8. We had gotten notice of the request for proposal late and had already committed our resources to another response.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from the Information and Technology Services Department and Real Estate Department was convened and conducted a comprehensive technical evaluation of the proposal received.

The proposal was evaluated based on the following pass/fail minimum requirements and evaluation criteria and weights:

Pass/Fail Minimum Requirements

- Proposed REMS software must be installed and in operation in at least three (3) other establishments. Proposer shall provide references with contact information.
- Proposer's resources must have experience in configuring, integrating and supporting the proposed REMS software.

Evaluation Criteria and Weights

- | | |
|---|------------|
| • Proposer's Business & Service Profile | 10 percent |
| • Proposer Resource's Skillsets & Relevant Experience | 20 percent |
| • Technical Solution: REMS Requirements Goodness-of-Fit | 20 percent |
| • REMS Software Demonstration | 15 percent |
| • Project Methodology, Approach & Schedule | 10 percent |
| • Cost Proposal | 25 percent |

The evaluation criteria are appropriate and consistent with criteria developed for other similar software procurement.

The PET began its independent evaluation of Flairsoft's proposal in August. Flairsoft's proposal passed the minimum requirements and a software demonstration was held in early September. Flairsoft was required to demonstrate how their proposed software's functionality met the requirements of the RFP. Staff then requested several clarification meetings via phone conference. The PET concluded that Flairsoft's proposal was technically acceptable and met the requirements of the RFP.

The following table is a summary of the PET's scores.

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Flairsoft Ltd.				
3	Proposer's Business & Service Profile	92.00	10%	9.20	
4	Proposer Resource's Skillsets & Relevant Experience	90.00	20%	18.00	
5	Technical Solution: REMS Requirements Goodness-of-Fit	92.00	20%	18.40	
6	REMS Software Demonstration	83.00	15%	12.45	
7	Project Methodology, Approach & Schedule	90.00	10%	9.00	
8	Cost Proposal	100.00	25%	25.00	
9	Total		100%	92.05	1

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), technical evaluation, fact finding, and negotiations. The original proposal amount is lower than the negotiated amount because optional modules and subscription maintenance and support were added during negotiations.

	Proposer Name	Proposal Amount	Metro ICE	Negotiated or NTE amount
1.	Flairsoft Ltd.	\$986,463	\$1,425,750 *	\$1,661,423

* ICE amount did not include optional modules or subscription maintain and support.

D. Background on Recommended Contractor

The recommended firm, Flairsoft, located in Columbus, Ohio, has been in business since 2001. Flairsoft has implemented and completed over 10 systems and has over 16 years of configuring, integrating and supporting Flairdocs Right-of-Way and Real Estate solution across government agencies, transportation, utilities, gas and pipeline companies. Government clients include Sound Transit, Oregon DOT, New York State Department of Transportation and Las Vegas Water District Authority.