



To: City Council

From: Administration Department & Purchasing

Re: RFP 15-314-C Municipal Court Services

Date: November 10, 2015,

The City of Roswell issued a Request for Proposal (RFP) for Municipal Court Services on October 20, 2015. The purpose of the RFP was to solicit proposals from the qualified firms (“offerors”) to provide administrative services for the City Municipal Court. The City’s Municipal Court processes between 1,000 and 1,300 citations per month. The monthly fines average \$190,000 and the fines are collected by the City’s Finance Department. The services will include clerk support for managing inside the court operations, back office support services and customer support. The Court Administrator will oversee the daily operations of the court. The RFP contained a detailed Description of Requirements, which required the offeror to provide the following:

- Detailed Firm History
- Qualifications of Staff
- Client References
- Firm Approach and Methodology

On Tuesday, November 10, 2015, the City received One (1) proposal from in response to the RFP from Jacobs. The proposal was examined for administrative compliance with the solicitation submittal instructions and then forwarded to the evaluation committee for review. The proposal was evaluated based on the requirements listed in the Description of Requirements.

Evaluation

Evaluation of the proposal was conducted by an Evaluation Committee composed of the following departments:

- Community Development;
- Administration;
- Finance

Final Recommendation

Based on the assessment of proposal described herein, it is the Evaluation Committee’s recommendation that the proposal submitted by Jacobs is advantageous for the City. The initial contract price will be \$684,900 for the first eighteen months and \$456,600.00 annually thereafter.