

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Wednesday, March 22, 2006

MINUTES

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Kevin Savage, Assistant Administrator of Family and Children's Services

>Department of Children, Youth and Families:

A quorum being present, the meeting was called to order by the Chairman.

Approval of the minutes of the A/E/CS Selection Committee meeting of March 8, 2006 was deferred until the April 12 meeting pending further review and discussion.

The following agenda items were addressed and voted upon by the Committee:

1. Department of Children, Youth and Families (DCYF): (9:00 a.m.)

LOI #B05212 – Cost Allocation Plan

Voting Members: W.Anderson, G. Bedrick, K. Savage

Cost: \$1,108,060.00 (5 yr. contract)

K. Savage noted that two technical proposals were received in response to this LOI. One was submitted from Maximus, and one from Public Consulting Group who is the agency's current cost allocation and quality assurance consulting firm. Only the proposal submitted by Public Consulting Group scored the appropriate number of points to go on for review of the cost proposal. Mr. Savage stated that Public Consulting Group has been performing very well under the current contract.

The cost proposal submitted by Public Consulting Group was high because it included significant cost increases over the current contract; however, the firm did not increase their rates for the last five years. The Technical Review Subcommittee requested that the firm reduce their cost proposal, which they did by approximately 6%.

Mr. Bedrick asked a question concerning quality assurance. Mr. Savage answered that this ensures that all federal regulations are met so that that the department will pass federal audits which are conducted every three years for the department's Title IV-E reimbursement program.

Recommendation: Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Children, Youth and Families' Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Public Consulting Group, the more responsive and responsible of the two firms that responded to the LOI. (9:17 a.m.)

Upon a motion made by Mr. Anderson, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 9:17 a.m.

Supporting documentation is on file at the Division of Purchases.