



CITY OF DUNWOODY

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MEMORANDUM

To: Honorable Mayor and City Council

From: Michael B. Lockett, Information Technology Manager

Date: March 9, 2009

Subject: Voice Over Internet Protocol (VoIP) Telephone and Network Infrastructure Solution RFP-09-301

CMO (City Manager's Office) Recommendation:

To seek Mayor and Council approval of the selection of the VoIP Telephone Solution & Network vendor and enter into a contract with the best qualified firm to provide communication services for the City of Dunwoody.

Background:

The City released a Request for Proposal for VoIP Telephone Solution & Network Services on February 25, 2009 at 8:00 p.m. This solicitation was placed on the City's website and notification was sent to all vendors on the City's vendor list. We also posted our solicitation on the State of Georgia Registry website, which reached out to 329 vendors.

A mandatory pre proposal conference was held on Monday, March 2, 2009 at 10:00 a.m. with approximately 19 companies represented. In response to the RFP the City received nine proposals on March 5, 2009 at 3:00 p.m. The proposal review committee reviewed and scored each proposal per the criteria as outlined in the RFP (excluding price). The top three vendors were selected for interviews: (ADCAP, DIGITEL, and SHELTON JOHNS), and each vendor was asked to bring a sealed cost proposal to the interview. Vendors were required to discuss their proposed solutions as well as explain why the proposed solution is the best fit for the City of Dunwoody's current and future needs.

Discussion:

The interview process narrowed the selection to the top two vendors: ADCAP and DIGITEL. The final scoring (excluding price) of the two vendors were competitively matched in terms of qualifications, proposed solutions, service and support, and ability to complete the project in the required time. Because there was a very small margin in scoring that separated the two vendors, both cost proposals were unsealed (**ADCAP - \$107,119.64**) (**DIGITEL - \$166,552.20**). The final percentage for cost (10%),



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which is included in the criteria for proposal scoring, was tabulated and ADCAP was the vendor with highest ***overall*** proposal score.

Recommendation:

Based on meeting the criteria as set forth in RFP-09-301 as well as garnering the highest ***overall*** proposal score, it is recommended that the City of Dunwoody award the VoIP telephone System contract to ADCAP Network solution.