



GENERAL SERVICES AGENCY CONTRACT MONITORING DIVISION



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

Date: June 9, 2017

To: Boris Delepine, Port of San Francisco

From: Finbarr Jewell
Contract Compliance Officer
Contract Monitoring Division

Re: RFQ- As Needed Public Relations, Communications, Media Services
Ranking Memo.

The Contract Monitoring Division (CMD) has reviewed the proposals and the application of the appropriate discounts for the above referenced project and has determined responsive with respect to the 14B requirements.

D&A Communications achieved the highest score and met the 21% LBE goal.

Ratings Bonus

The following is a summary of the ratings bonus information:

- Artemia Communications (10% Rating Bonus)
- Barbary Coast DBA Civic Edge Consulting (10% Rating Bonus)
- D&A Communications (10% Rating Bonus)
- David Perry & Associates (10% Rating Bonus)
- Enviro Issues (0.0% Rating Bonus)
- Fenton (0.0% Rating Bonus)
- Fineman PR (10% Rating Bonus)
- JLM Management Group (10% Rating Bonus)
- Mackenzie (10% Rating Bonus)
- Yolanda's Construction Administration (10% Rating Bonus)
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Score Tabulations for Small & Micro Set Aside

CMD has reviewed the score sheets submitted by the panelists. Based on this information, the overall ranked score are ranked as follows:

Small & Micro Firms	RANK	
D&A Communications	1	599.5
David Perry & Associates	2	592.9
Barbary Coast DBA Civic Edge Consulting	3	573.1
Enviroissues	4	556

Based on the foregoing, CMD has determined that the above listed firms comply with the pre-award CMD 14B requirements.

Score Tabulations For Micro-Set Aside Firms.

The City's 14B Micro Set Aside program does not require the bidder to meet a specific LBE requirement but only perform 25% of allocated work to be responsive.

Micro Firm	Rank	
Bonner	1	543
Next Step Marketing, INC.	2	485
Jungle Communication, INC	3	455

Based on the foregoing, CMD has determined that the above listed firms comply with the pre-award CMD 14B requirements.

CMD Review

The Contract Monitoring Division reviewed ten proposals to make certain each team met the minimum CMD requirements as determined by CMD. If you have any questions and/or concerns please do not hesitate to contact me at (415) 274-0511



Finbarr Jewell
Contract Monitoring Compliance Officer



GENERAL SERVICES AGENCY CONTRACT MONITORING DIVISION



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Act Director

Date: May 9, 2017

To: Boris Delepine, Port of San Francisco

From: Finbarr Jewell
Contract Compliance Officer
Contract Monitoring Division

Re: RFQ- As Needed Public Relations, Communications, Media Services
Micro LBE Ranking Memo (Written Ranking)

The Contract Monitoring Division (CMD) has reviewed the proposals for the above referenced project and has determined responsive with respect to the 14B requirements. Bid Discount does not apply.

Score Tabulations

CMD has reviewed the score sheets submitted by the panelists. Based on this information, the proposals are ranked as follows:

FIRM	RANK	
Bonner	1	277
First Generation	2	233
Jungle Communications	3	231
Landis	4	227
Next Step	5	213

Based on the foregoing, CMD has determined that the above listed firms comply with the pre-award CMD 14B requirements.

CMD Review

The Contract Monitoring Division reviewed five proposals to make certain each team met the minimum CMD requirements as determined by CMD. If you have any questions and/or concerns please do not hesitate to contact me at (415) 274-0511

Finbarr Jewell
Contract Monitoring Compliance Officer