
SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Purchase Order revision with Mary Brodeur Hope to provide additional close-out services for the County's FEMA Reimbursement related to Hurricanes Charley, Frances and Jeanne. An increase of \$60,000 is requested to complete the close-out process which will bring the revised total amount to \$109,975.00.

DEPARTMENT: Administrative Services

DIVISION: Purchasing and Contracts

AUTHORIZED BY: Frank Raymond

CONTACT: Betsy Cohen

EXT: 7112

MOTION/RECOMMENDATION:

Approve the Purchase Order revision with Mary Brodeur Hope to provide additional close-out services for the County's FEMA Reimbursement related to Hurricanes Charley, Frances and Jeanne (An increase of \$60,000.00 is requested to complete the close-out process which will bring the revised total amount to \$109,975.00).

County-wide

Ray Hooper

BACKGROUND:

In response to a greater need for continued services regarding the County's close-out audits of Hurricanes Charley, Frances and Jeanne, the County retained the services of Mary Hope. The services include representation of the County with outside FEMA auditors, preparation of FEMA required documentation, coordination of appeals processes and other duties necessary to secure funding received by the County.

Services are required until the close-out project is complete. Because of the uniqueness of the engagement and the technical requirements of knowledge in FEMA regulations, governmental finance and accounting, and work experience, a Purchase Order was issued to Mary Brodeur Hope in the amount of \$49,975.00 at a rate of \$75.00 per hour. **An increase of \$60,000.00 is requested to complete the close-out process which will bring the revised total amount to \$109,975.00.** This amount exceeds the threshold limit for the formal procurement process.

STAFF RECOMMENDATION:

Staff recommends the Board to approve the Purchase Order revision with Mary Brodeur Hope to provide additional close-out services for the County's FEMA Reimbursement related to Hurricanes Charley, Frances and Jeanne (**An increase of \$60,000.00 is requested to complete the close-out process which will bring the revised total amount to \$109,975.00.**)

ATTACHMENTS:

1. Requisition and Purchase Order
2. Sole Source Form

Additionally Reviewed By:

County Attorney Review (Ann Colby)

TAX EXEMPTION NUMBERS
 FLORIDA SALES: 69-11-033995-53C
 FEDERAL SALES/USE: 59-74-0013K

Board of County Commissioners
 Seminole County, Florida
PURCHASE ORDER

ORDER NUMBER: 16874

**NOTE: ALL PACKING SLIPS, INVOICES & CORRESPONDENCE
 MUST REFERENCE THIS PURCHASE ORDER NUMBER.**

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S H T O P
 SEMINOLE COUNTY-FISCAL SERVICES
 1101 E FIRST STREET
 ATTN: DANA JOHNSON
 SANFORD FL 32771

V E N D O R
 MARY BRODEUR HOPE
 1694 CANOE CREEK RD
 OVIEDO FL 32766

ORDER TYPE OP
ORDER DATE 11/17/06
REQ. NUMBER 00009720 OR
ANALYST GARCIA, GLORIA
VENDOR NUMBER

FOR INQUIRIES REGARDING THIS ORDER, CONTACT:
**FISCAL SERVICES DEPARTMENT - PURCHASING AND
 CONTRACTS DIVISION**
 1101 E. 1st STREET - COUNTY SERVICES BLDG. - RM. #3208
 SANFORD FLORIDA 32771
 PHONE: (407) 665-7116 / FAX: (407) 665-7958

Sole Source

DELIVERY

ITEM#	QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.000	1.00	EA	County's FEMA Reimbursement Approved Sole Source Procurement on Contracted Services for the provision of work related to the County's FEMA reimbursement. This is in response to a greater need for continued services regarding the County's Close-out audits of Hurricanes Charley, Frances, and Jeanne. Services are required until the close-out project is complete, which is anticipated to take at a minimum 6 months. 010309.530340	49,975.0000	49,975.00



REQUESTING DEPT/DIV 010320 **DANA JOHNSON** **TOTAL AMOUNT** 49,975.00

THIS ORDER IS SUBJECT TO THE TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS ORDER.

SUBMIT ALL INVOICES IN DUPLICATE TO:
 CLERK - B.C.C. FINANCE DIVISION
 POST OFFICE BOX 8080
 SANFORD, FL 32772-0869

[Signature]
 PURCHASING AND CONTRACTS DIVISION - AUTHORIZED SIGNATURE
 for: SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS

BCC - 9/25/07

PURCHASING AND CONTRACTS DIVISION
SEMINOLE COUNTY GOVERNMENT
1101 EAST 1ST STREET ROOM 3208
SANFORD, FL 32771-1468
OFFICE (407) 665-7116
FAX (407) 665-7956

08/23/07
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Order Number 40518 000 OR

323342

Shipped From: MARY BRODEUR HOPE
1694 CANOE CREEK RD
OVIEDO FL 32766

Branch/Plant 010300

Ship To: SEMINOLE COUNTY-FISCAL SERVICES
1101 E FIRST STREET
SANFORD FL 32771

*Lisa:
Pull Previous
OP*

Delivery:

Line	Rev	Description	Ordered	UOM	Unit Price	Extended Price	Order No	T
1.000	0	County's FEMA Reimbursement		EA	.0000	7,500.00		
							010309.530340	

What is hourly rate?

Approved Sole Source Procurement on Contracted Services for the provision of work related to the County's FEMA reimbursement. This is in response to a greater need for continued services regarding the County's Close-out audits of Hurricanes Charley, Frances, and Jeanne. The FEMA Final Inspection for Hurricanes Charley, Frances and Jeanne is currently in process, and is anticipated to take a minimum of an additional 4 months. Services are required until the close-out project is complete. This PO is being processed for an additional 100 hours through September 30, 2007.

7,500.00 *** Total Ord

Purchasing Agent:

*168760W
174550P
801221OC
40329
40518
17501
17882*

PURCHASING AND CONTRACTS DIVISION
SEMINOLE COUNTY GOVERNMENT
1101 EAST 1ST STREET ROOM 3208
SANFORD, FL 32771-1468
OFFICE (407) 665-7116
FAX (407) 665-7956

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Order Number 9720 000 OR

16874

Shipped From: MARY BRODEUR HOPE
1694 CANOE CREEK RD
OVIEDO FL 32766

Branch/Plant 010320

Ship To: SEMINOLE COUNTY-FISCAL SERVICES
1101 E. FIRST STREET
ATTN: GININE HANCO
SANFORD FL 32771

Delivery:

Line	Rev	Description	Ordered	UOM	Unit Price	Extended Price	Order No	T
1.000	0	County's FEMA Reimbursement	1.00	EA	49,975.0000	49,975.00		
						010309.530340		
1								

Contracted Services for the provision of work related to the County's FEMA reimbursement. This is in response to a greater need for continued services regarding the County's Close-out audits of Hurricanes Charlie, Francis, and Jeanne. Services are required until the close-out project is complete, which is anticipated to take at a minimum 6 months.

49,975.00 *** Total Ord

Purchasing Agent: _____

SEMINOLE COUNTY - PURCHASING AND CONTRACTS DIVISION

XX SOLE SOURCE/SINGLE SOURCE

PROPRIETARY SOURCE

Date Requested: 11/17/06

Requisition No.: OR-9720

Requestor: Lisa Spriggs Telephone/Ext.:7172 Department/Division: Fiscal Services/ Admin

Description of Products/Services: FEMA support services

Support justification (Please attached additional information as appropriate): In response to a greater need for continued services regarding the County's Close-out audits of Hurricanes Charlie, Francis and Jeanne, it is necessary to retain the rvices of Mary Hope on a contract basis to provide additional services related to the County's FEMA reimbursement to include but not limited to representation of the County with outside FEMA auditors, preparation of FEMA required documentation, coordination of appeals process and other duties necessary to secure funding received by the County. Services are required until the close-out project is complete, which is anticipated to take at a minimum 6 months. Contract terms are requested at a flat hourly rate of \$75 for the duration of the services with a total contract value of \$50,000. Because of the uniqueness of the engagement and the technical requirements of knowledge in FEMA regulations, governmental finance and accounting, and work experience gained in the original performance of work under the below PO, it is requested that we deem this contract award as sole source to ensure protection of the Counties FEMA reimbursement amount of \$45Million. Line of accounting 010309-530320-530340

Proposed Vendor: Mary Hope Phone#

Other Companies contacted: (Attach documentation of each firm contacted): N/A

Compliance:

Does the requirement comply with the definition of sole/proprietary source as described in Section 220.4? XXYes No

Is this requirement:

Necessary: Is this commodity or service necessary to accomplish the County's task or mission? XXYes No

Unique: Is this commodity or service, or some necessary features, unique to this source? XXYes No

Compliance with Bid Tampering (F.S. 838.22) is acknowledged by signatures below:

Requesting Division Manager's Signature: Date:

Requesting Department Director's Signature: [Signature] Date: 11/17/06

Purchasing and Contracts Division Determination:

Analyst Approval Disapproval Date: 11/17/06
Supervisor Approval Disapproval Date:
Division Manager Approval [Signature] Disapproval Date: 11/17/06

Description Posted (at least 7 business days): From to
Determination Posted (at least 3 business days): From to
BCC Date, if applicable:

NIA [Signature] 11/17/06

Comments:

Purchase Order No.: 16874

Amount of Purchase: \$ 49,975.00