



## Legislation Details

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<b>Type:</b>	Resolution	<b>Status:</b>		Passed	
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<b>On agenda:</b>	1/4/2023	<b>Final action:</b>		1/4/2023	
<b>Enactment date:</b>		<b>Enactment #:</b>		30554	

**Title:** R2  
Authorization for Contract with Aspect Consulting Inc for \$174,500.00 for developing and implementing an electronic reporting system for businesses to submit their annual local Neighborhood Improvement Zone (NIZ) forms to the City.

The City advertised the solicitation on August 8, 2022, seeking a qualified firm to develop and implement an electronic reporting system for businesses to submit their annual local Neighborhood Improvement Zone (NIZ) forms to the City of Allentown. On September 6, 2022 public opening was held for which the City received three (3) proposals. The technical evaluation was held on September 16, 2022. All committee members were present. The Proposals were scored based on the RFP requirements, Ability to Meet RFP Requirements (10 Points), Firm's Qualifications (25 Points), Project Plan (35 Points). Cost proposals were opened on September 16, 2022. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on September 23, 2022. All committee members were present. The committee members discussed the cost proposals. After discussion the committee members scored the Proposals based on Cost (25 Points). The Committee made the recommendation to proceed with Oral interviews/presentations as they did not feel confident in deciding with the information provided in the Technical and Cost Proposals. The oral interview meetings occurred in person and through Teams on October 25, 2022. Reynolds Business Systems, Inc. presented at 9:30 AM, Aspect Consulting, Inc. presented at 10:30 AM, and Method Automation Services, Inc. presented at 11:30 AM. All committee members were present. The committee members discussed the oral interviews (15 Points). The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Aspect Consulting Inc. The initial contract term shall commence upon full execution and shall cease within (2) years thereafter. Upon mutual written agreement, this contract may be extended for up to two (2) additional one (1) year terms beyond the initial contract term.

**Sponsors:** Administration

**Indexes:**

**Code sections:**

**Attachments:** 1. R2 NIZ E-Reporting Platform, 2. Resolution #30554

Date	Ver.	Action By	Action	Result
1/4/2023	1	City Council	approved	Pass