



CITY OF ALLENTOWN
Request for Approval

SUBJECT: Request for Approval by City Council of Contract Award, Service, or Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Vendor Insight Analysis

TO: City Council, City Clerk, and Council Solicitor

FROM: Brent Hartzell, Department Head

DATE: September 13, 2016

On behalf of the Administration, pursuant to City Ordinances, Article 130.16, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$40,000 that was previously bid and awarded under city policies.

- X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services. We recommend award of the engagement.

- Is the contract appropriation or price increase included in this year's budget? yes
no

N/A – FREE ANALYSIS – NO COST TO CITY

- Identify contract funding sources (general fund, grants, loans, etc. & account number):

N/A – FREE ANALYSIS – NO COST TO CITY

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder is:

Dun & Bradstreet
3501 Corporate Parkway
Center Valley, PA 18034

- Term of contract or estimated completion date, subject to standard extensions:

As soon as possible upon receipt of vendor file. Analysis is not expected to take more than four weeks.

- Description of project or scope of services to be provided:

D&B Vendor Insight Analysis Process:

- Match each record to a D&B Database and append a DUNS #
- Append D&B data so D&B can provide analysis of the Vendor file
- Present and discuss a summary of the findings, including:
 - File Analysis Results – Includes overview of match results, unmatched and duplicate records
 - Industry & Vendor Family – Includes vendor views by Industry, Line of Business, and Vendor Family ranked by vendors and spend
 - Vendor Risk – Includes predictive risk reviews by vendor portfolio, individual vendors, vendor family and industry
 - Severe risk based on high risk event, business deterioration, debarment or bankruptcy condition
 - Diversity – Includes vendor summary by Socio-Economic category and Ownership Ethnicity
- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

No Cost to City

- Number of renewal term options and duration of each renewal, if any:

N/A

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

- Reasons for recommendation of Administration and Council approval of contract:

This is the first step into looking at software to perform independent vendor checks. This company will provide the Finance Department with a free analysis of our existing vendor file. Upon examination of the existing vendor file, the City may look at subscription based software services moving forward that allow us to evaluate supplier risk prior to award.

- Time Frame

ASAP

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: Brent Hartzell, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution