



Hamilton County

County Administrator

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To: Board of County Commissioners
Patrick Thompson, County Administrator

From: Christian Sigman, Assistant County Administrator

Subject: Printing Services Managed Competition

Date: August 30, 2007

Copy: CEC Members, Assistant County Administrators

The purpose of this memo is to update the board on the printing services managed competition activities. These activities fall under three categories:

1. Guidelines for Managed Competition
2. Vendor Identification
3. Printing Services Managed Competition Timeline

Guidelines for Managed Competition

Before the County can move forward with a managed competition general guidelines need to be developed for items including: cost methodology for both in-house and contract services, cost comparison guidelines, RFP/ITB development standards, RFP/ITB evaluation guidelines, and contract monitoring policy. These guidelines will serve as a basis for the printing services managed competition and all future managed competition efforts in Hamilton County.

The County's RFP/ITB Team (comprised of representatives from Budget, Purchasing, Personnel, and the Prosecutor's Office) have researched managed competition policy documents in other local governments (including San Diego County, California, Phoenix, Arizona, Charlotte, North Carolina and Cincinnati, Ohio) as well as our own Hamilton County Gate Management policy and created the Hamilton County Guidelines for Managed Competition (attached). These guidelines were then reviewed and edited by the Competition and Efficiency Committee in two meetings (July 31 and August 21). The approved guidelines are attached for your review.

Vendor Identification

In an effort to solicit bids from as many potential vendors as possible, County Purchasing has developed a Vendor Recruitment Plan for printing services. In addition to 415 vendors registered on Demandstar/Oniva, staff has identified 2,965 vendors through RFP Depot and an additional 40 vendors from internet searches for companies capable of providing printing services to Hamilton County.

Additionally, as Mecklenburg County, North Carolina has outsourced their printing services, staff obtained their vendor notification list of 118 vendors. Staff also contacted Fifth Third bank printing services vendors. Additionally, staff contacted the City of Cincinnati Print Shop, University of Cincinnati, and the Public Library of Cincinnati and Hamilton County.

The Vendor Recruitment Plan was distributed to CEC members for comment by e-mail earlier this month and discussed at the August 21 meeting. The CEC members commended staff for their efforts at locating potential vendors and endorsed the plan.

Printing Services Managed Competition Timeline

The following timeline was created for the printing services managed competition effort. Updates will be provided to the Board throughout the managed competition effort. This timeline follows all legal requirements for the bid process.

Early Aug	Vendor recruitment
Aug 21	CEC approves guidelines
Sept 18	RFP/ITB approved by CEC
Sept 21 – Oct 5	Bid advertised
Week of Oct 8	Pre-bid conference
Week of Oct 15	Last day for questions
Week of Oct 22	Last day for answers
Oct 29	Bid Closes
Oct 30 – Nov 12	County Purchasing reviews bids
Nov 13	CEC meets to evaluate bids
Nov 14 – Dec 14	Purchasing negotiates contract
Dec 17	CEC presents contract recommendation to BOCC for approval

The next step is the CEC's approval of the RFP/ITB. The draft of the RFP/ITB will be circulated to CEC members prior to the scheduled September 18th meeting. Final changes to the draft will be made at the meeting and the bid will be advertised later that week. It should be noted that the next formal action by the Board will be on the CEC's final contract recommendations, scheduled to be presented on December 17.