

Date: January 2, 2018

NOTICE OF INTENT TO AWARD

This communication serves as the official Notice of Intent to Award contract(s) for the Request for Proposal (RFP) for CPA Tax Preparation Services for Public Guardian and Public Administrator Programs (RFP# AAS-2017-TaxCPA) issued on August 1, 2017 and due September 08, 2017.

The County received RFP proposals from the following applicants:

- Daniel T. Kresteller CPA
- James J. McHale CPA
- Vavrinek, Trine, Day & Co, LLP

The Review Committee met on November 9, 2017 to discuss the proposals.

Based on the recommendation of the Review Committee the following contractors were selected to provide services for San Mateo County Aging & Adult Services:

- Daniel T. Kresteller CPA
- James J. McHale CPA



Protest and Protest Period (January 2, 2018 – January 9, 2018)

This notice serves to begin the official protest period to conclude January 9, 2018. If a proposer desires to protest the selection decision, the proposer must submit by facsimile or email a written protest within five (5) business days after the delivery of the notice about the selection decision. The written protest must be submitted to the Director of Correctional Health Services as described below. Protests received after the five business day deadline will not be accepted. Protests must be in writing, and must include the name and address of the proposer, along with the RFP number and title. The written protest must also state all the specific grounds for the protest and all facts that support the grounds for protest. As the selection of a proposal involves the assessment of multiple factors, a protest that addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal to the cost offered in the non-selected proposal) may not be sufficient to support a protest. A successful protest must include sufficient facts and analysis to establish that that the selected proposal, taken as a whole, is inferior to the proposal of the protesting party.

The County will respond in writing to a protest within (10) business days of receiving it, and the County may, at its election, set up a meeting with the protesting party to discuss the concerns raised by the protest. A failure to attend such a meeting, if scheduled, will constitute an abandonment of the protest. The decision of the County will be final. The protest letter must be sent as follows:

Lisa Mancini, Director, Aging and Adult Services
lmancini@smcgov.org
Facsimile: 650-573-2193

Next Steps

After the protest period concludes, Aging & Adult Services can begin contract negotiation with successful proposers. The process will culminate with the execution of contracts/agreements. Successful proposers will be notified by the Program Manager on specific details regarding the next steps of this process.