

**REPORT FROM EVALUATION COMMITTEE
REQUEST FOR PROPOSAL FOR
ADMINISTRATION OF THE CITY OF FRESNO REVOLVING LOAN FUND**

June 27, 2019

COMMITTEE MEMBERS:

Kim Jackson, Administrative Manager, City of Fresno Information Services Department
Lupe Perez, Economic Development Coordinator, City of Fresno Development and Resource Management Department
Kelly Trevino, Economic Development Analyst, City of Fresno Mayor's Office, Economic Development

Mike Brown from the City's Purchasing Division was the facilitator to the Committee

BACKGROUND:

The goal of this Request for Proposal (RFP) was to solicit proposals to administer the City of Fresno's Revolving Loan Fund (funds of the Economic Adjustment Assistance Program, Economic Development Administration, U.S. Department of Commerce, CFDA #11.307). The City anticipates awarding a 10-year Agreement for RLF administrative services to begin in July, 2019.

One (1) proposal was received and opened and recorded on April 16, 2019.

The committee held its first meeting on May 13, 2019.

EVALUATION BY COMMITTEE:

Cen Cal Business Finance Group, Inc.

This proposer has been administering the City of Fresno Revolving Loan Fund for over 20 years. They have the ability to meet stated service requirements and conform to all City of Fresno and Economic Development Administration requirements. It was determined by the committee that a clarification letter, from the proposer, would help to clear up any potential confusion about the draft version of the Administrative Plan included in the proposal. That clarification letter was received on May 22, 2019 and is included as an addendum to the proposal. The committee also discussed the need for proof of Surety/Fidelity Bond and/or Commercial Crime Insurance and Cyber Liability Coverage and will require that the proposer work with Risk Management to make sure that all applicable coverage is provided before an agreement is finalized.

RECOMMENDATION:

The committee recommends awarding the agreement for administration of the City of Fresno Revolving Loan Fund to Cen Cal Business Finance Group, Inc for a contract term of 10 years.

Attachment: Matrix Summary of Information Submitted by Proposer