



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
DCM: David Gaines
DATE: August 16, 2022

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with the D Warner Group, LLC, for the continued provision of financial data validation services in support of the City's Purchasing Card (Pcard) program and the Finance Department's Accounts Payable group; providing for the expenditure of funds therefor; and providing an effective date (RFP 7972 – awarded to D Warner Group, LLC, for one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$179,000.00).

INFORMATION/BACKGROUND

The City of Denton uses the services of the D Warner Group LLC to perform Pcard monitoring services (reviewing monthly Pcard purchases for the existence of questionable or non-compliant purchases) and to perform duplicate payment reviews prior to weekly check runs and monthly check payments. The City has utilized the services of D Warner Group LLC services since 2019 for Pcard monitoring services. In 2021, duplicate payment reviews were added in support of Accounts Payable activities. Due to the cumulative spend associated with the expanded scope of work performed by D Warner Group LLC dba Card Integrity, the services were competitively bid in 2022.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Monthly Pcard Data Review	12,240	12,240	12,240	12,240	12,240	61,200
AP Invoice Review-Duplicate Payments: Check vs Pcard	16,560	16,560	16,560	16,560	16,560	82,800
AP Invoice Review-Duplicate Payments: Check Runs	3,000	3,000	3,000	3,000	3,000	15,000
Contingency		5,000	5,000	5,000	5,000	20,000
Total:	\$31,800	\$36,800	\$36,800	\$36,800	\$36,800	\$179,000

Request for Proposals was sent to 145 prospective suppliers. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Two (2) proposals were received, references were checked, and proposals were evaluated based upon published criteria including price, project schedule, compliance with specifications, and probable performance. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, D Warner Group LLC was ranked the highest and determined to be the best value for the City.

NIGP Code Used for Solicitation:	946 -(Service Only)-Financial Services
Notifications sent for Solicitation sent in IonWave:	145
Number of Suppliers that viewed Solicitation in IonWave:	11
HUB-Historically Underutilized Business Invitations sent out:	8
SBE-Small Business Enterprise Invitations sent out:	41
Responses from Solicitation:	2

RECOMMENDATION

Award a contract with D Warner Group LLC, for the continued provision of financial data validation services in support of the City's Purchasing Card (Pcard) program and the Finance Department's Accounts Payable group, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$179,000.

PRINCIPAL PLACE OF BUSINESS

D Warner Group LLC
Oak Brook, IL

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

These services will be funded from Compliance operating account 830300.7879 and Finance account 162100.6305. Requisition # 156537 has been entered into the Purchasing software system in the amount of \$5,200. The budgeted amount for this item is \$179,000.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Pricing Evaluation
Exhibit 3: LLC Members
Exhibit 4: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Laura Behrens, 940-349-8174.

Legal point of contact: Marcella Lunn at 940-349-8333.