



To: Steve Rapson

Through: Ted L. Burgess 

From: Sherry White 

Date: June 8, 2023

Subject: Contract #2246-P: Investment Services

In accordance with the county's Policies and Procedures manual, Section 300.3 titled "Investments," funds not needed for immediate cash are to be invested in a way that (1) safeguards the principal, (2) provides the liquidity required to meet financial obligations in a timely manner, and given these two goals, (3) provides the best return on investment.

The Finance Department seeks to enter into a contract with an investment firm for an initial three-year period, with two 12-month renewal options. For this purpose, the Purchasing Department issued Request for Proposals (RFP) #2246-P, Investment Services. Notice of the opportunity was emailed to 45 companies. Another 200 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #94648 (Financial Advisor), #94649 (Financial Services (Not Otherwise Classified)), #94656 (Investment Management Services), #94672 (Retirement Planning Services) and #95839 (Financial Management Services). The offer was also advertised through Georgia Local Government Access Marketplace and the counties website.

Two firms submitted proposals. An Evaluation Committee was convened, consisting of Finance Department staff and the fire chief. They evaluated the proposals based on criteria included in the RFP (Attachment 1).

The Evaluation Team recommends awarding to Public Trust Advisors. If awarded the contract will consist of an initial term of three years (through 6/30/2026), with two potential 12-month renewal terms. A Contractor Performance Evaluations is attached. (Attachment 2)

Specifics of the proposed contract are as follows:

Contract Name	#2246-P Investment Services
Contractor	Public Trust Advisors
Contract Term	Three-year initial term, & two 12-month renewal terms
Contract Amount	Estimated \$18,000.00 per year, based on account balances
Budget	N/A Fees are deducted from remittances



Placed on Administrator's Report? Yes No

Placed on Agenda Dated: _____

2246-P Investment Services

Proposal Evaluation Sheet

Open Date 3:00pm, Wednesday, April 19, 2023

	Max Points	Dana Investment Advisors	Public Trust Advisors
Technical Merit:			
Firm's Background, Organization & Experience	25	17.5	25
Project Team	20	15	18.75
Investment Management, Approach & Discipline	10	8	10
Accounting and Reporting (Max Points 5)	5	3.5	5
Technical Score	60	44	58.75

Fee: up to \$50 million		6.7	10
Fee: \$50 to \$100 million		4	10
*Dana Invs. offers a discount of 2bps after 100million	Pricing Score	20	20
	Total Points	80	78.75

Evaluator: Amanda S.

Technical Merit:

Firm's Background, Organization & Experience	25	20	25
Project Team	20	15	20
Investment Management, Approach & Discipline	10	10	10
Accounting and Reporting (Max Points 5)	5	4	5
	60	49	60

Evaluator: Lee Ann B.

Technical Merit:

Firm's Background, Organization & Experience	25	20	25
Project Team	20	15	15
Investment Management, Approach & Discipline	10	5	10
Accounting and Reporting (Max Points 5)	5	2	5
	60	42	55

Evaluator: Jeff H.

Technical Merit:

Firm's Background, Organization & Experience	25	15	25
Project Team	20	15	20
Investment Management, Approach & Discipline	10	7	10
Accounting and Reporting (Max Points 5)	5	3	5
	60	40	60

Evaluator: Sheryl W.

Technical Merit:

Firm's Background, Organization & Experience	25	15	25
Project Team	20	15	20
Investment Management, Approach & Discipline	10	10	10
Accounting and Reporting (Max Points 5)	5	5	5
	60	45	60

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

Page 1

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: Public Trust Advisors	Contract Number: 1576-P
Mailing Address: 5256 Peachtree Road, Suite 165	Contract Description or Title: Investment Services
City, St, Zip Code: Chamblee, GA 30341	Contract Term (Dates) From: 7/1/2020 To: 6/30/2023
Phone Number: 404-383-4319	Task Order Number:
Cell Number:	Other Reference: 2246-P Investment Services
E-Mail Address: john.grady@publictrustadvisors.com	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule	✓				
2. Condition of delivered products	✓				
3. Quality of work	✓				
4. Adherence to specifications or scope of work	✓				
5. Timely, appropriate, & satisfactory problem or complaint resolution	✓				
6. Timeliness and accuracy of invoicing	✓				
7. Working relationship / interfacing with county staff and citizens	✓				
8. Service Call (On-Call) response time	✓				
9. Adherence to contract budget and schedule	✓				
10. Other (specify):					
11. Overall evaluation of contractor performance	✓				

EVALUATED BY

Signature: <i>Sheryl Weinmann</i>	Date of Evaluation: 05-30-2023
Print Name: Sheryl Weinmann	Department/Division: Finance
Title: CFO	Telephone No: 770-305-5186

