

Staff response to Ways & Means Committee Staff directions of June 8th, 2009

Additional Details for Procedures involving Issuance of Request for Proposal (RFP)

- (1) **All Requests for Proposal RFP with an estimated Contract Amount \geq \$1,000,000 to be reviewed and approved by the City Council.** City Council authorization to issue RFPs has been a city policy since 1992 (Resolution 92R-508).
- (2) All RFPs with estimated Contract Amount $<$ \$1,000,000:
 - (a) **prior to submitting the RFP to Permanent Review Committee (PRC), City Department that wishes to issue the RFP will provide notice to chair of the standing committee for the City Department of Department's intent to issue RFP with a description of the services sought.**
 - (b) **City Department and chair of standing committee may meet to discuss RFP characteristics, objectives, and deliverables.**
 - (c) PRC posts its meeting agendas on-line with description of proposed RFP and the name of the issuing City Department.
 - (d) **Upon review of semi-monthly PRC agenda and summary of RFPs, Ways & Means/Budget Committee may contact City Department and inform that RFP will be subject to standing committee and Ways & Means/Budget Committee prior to issuance.**
- (3) PRC to review RFP:
 - (a) suggest changes based upon RFP format approved for use by city departments (Resolution No. 2001R-566)
 - (b) review RFP to confirm compliance with certain City Ordinances (Chapter 139, Affirmative Action; Chapter 423, Small and Underutilized Business; Chapter 38, Living Wage; Section 18.200, Equal Benefits) and policies (BIS compatibility, Finance PCI compliance and make recommendations consistent with City Council "labor peace" Resolution 2007R-454);
 - (c) PRC reviews RFP with City Department representative and may approve RFP in its current form, request that City Department edit and make changes to RFP, require City Department to return to PRC if substantial changes to RFP are required, or requires City Department to obtain City Council authorization to issue the RFP.
 - (d) PRC posts its meeting agendas on-line with description of proposed RFP and the name of issuing City Department.

- (e) **Upon review of semi-monthly PRC agenda and summary of RFPs, Ways & Means/Budget Committee may contact City Department and inform that RFP will be subject to standing committee and Ways & Means/Budget Committee review prior to issuance.**

(4) **Required provisions in each RFP**

(a) RFP to contain provision to enable City to publish changes to RFP in an addendum.

(b) **Any addenda to RFP must be issued by a “date certain”** (publication on City’s web page for RFPs at least ten business days prior to proposal submission date) to maintain integrity of the process and to encourage all eligible entities to respond to this and subsequent RFPs.

(5) Once PRC approves RFP with estimated contract amount of < \$1,000,000, City Department issues final RFP including any addenda.

Bold text = proposed changes to current process and procedures