



AGENDA ITEM REQUEST FORM

Town Manager

Connie Hoffmann

Department Submitting Request

Dept Head's Signature

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE
MEETING
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

- April 27, 2011
- May 24, 2011
- June 28, 2011
- July 26, 2011

- April 15 (5:00 pm)
- May 13 (5:00 pm)
- June 10 (5:00 pm)
- July 15 (5:00 pm)

- April 12, 2011
- May 10, 2011
- June 14, 2011
- July 12, 2011

- April 1 (5:00 pm)
- April 29 (5:00 pm)
- June 3 (5:00 pm)
- July 1 (5:00 pm)

*Subject to Change

FY2011 DESIGNATED HIGH PRIORITY ITEM

SUBJECT TITLE: Commission Receipt of ITBs in Advance of Release and of all RFP Responses and Bid proposals

EXPLANATION: At the February 8, 2011 Commission Roundtable, the Commission requested that all RFP's over \$15,000 be sent to the Commission for review one week before they are released to potential vendors. We have been following that practice and have also sent the single RFQ that has been prepared since the Commission authorized that form of solicitation. The Commission indicated that ITBs did not need to be distributed to the Commission as they are more straight forward. The Vice Mayor disagrees with the latter decision and has questioned why he did not receive a recent ITB to review before it went out. If the Commission wished to revisit that decision, please advise me.

It was my understanding that the Commission would also want to see the RFP & RFQ responses and bid responses to ITBs that exceed the Manager's authorized level of \$15,000 before making a decision on award, so we have been providing them to the Commission with the agenda items recommending selection of a vendor or award of a bid. In cases where the documents are voluminous, we have advised the Commission of their availability well in advance of the Commission meeting so that you can pick up the materials and have plenty of time to read them before the Commission meeting. However, several Commissioners have asked me why we are providing all of this paperwork and indicated they do not need to see all of it. Therefore, staff is seeking clear Commission direction on what you do want to receive.

Right now we require that vendors provide 9 -10 copies of their responses or bids so that each Commissioner and the Town Clerk get a clean copy and members of the selection or evaluation committee receive copies they can mark up as they go through them. It is costly to the vendors to produce and mail this many copies.

An alternative would be to ask the vendors to provide an original and enough copies for the selection or evaluation committee and then provide electronic copies on a CD for the Commission. We could then provide to the Commission only the CDs of the top three rated firms or bidders. That would reduce vendor costs, eliminate wasted use of paper, eliminate storage issues, and allow Commissioners who wish to wade through the detailed proposals or bids to do so.

A second alternative would be to only provide the Commission with the staff summary/evaluation or bid tabulations and award recommendations and keep one hard copy of all the responses and bids at Town Hall for those Commissioners who wish to review them to come in and review them.



Item No. _____

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EXPECTED OUTCOME: Commission decision as to whether ITBs in excess of \$15,000 are to be forwarded to the Commission prior to advertisement and whether all or some RFP proposals and Bid proposals are to be sent to the Commission with the agenda backup.

EXHIBITS:

Town Manager Initials CH