



Agenda Item: Request for Proposal

Title: Professional Service Agreement for Facilitation and Mediation Services in Effort of the Working Group for Police & Community

Council Will Choose One of the Following Motion Options:

- a. Move to Approve the Professional Services Agreement for Facilitation and Mediation Services to **Blankley/Votruba**, and Authorize the Mayor and Clerk to Sign.
- b. Move to Approve the Professional Services Agreement for Facilitation and Mediation Services to **GPS/LE**, and Authorize the Mayor and Clerk to Sign.

Administrative or Policy Goal:

Provide sufficient resources to support the efforts of City boards, commissions, and working groups to ensure timely and effective completion of their respective duties/assignments.

Background

City Council directed the issuance of a Request for Proposal for facilitation services in support of the activities of the Ad Hoc Working Group for Police & Community. Staff prepared and issued/advertised the RFP starting on April 21st and one (1) proposal was received and reviewed by committee on May 13. Upon learning of Council concern, the advertising period was extended through June in attempt to garner additional interest from qualified persons/firms. Three (3) additional proposals were submitted.

Review Committee members individually reviewed and ranked each of the four (4) proposals based upon qualifications, experience, references and availability. The committee included the City Attorney, City Manager, and Assistant Police Chief and Mayor Weaver representing the City Council (COO participated in first review only). On June 15th, the Review Committee met as a group to determine whether or not to admit all four proposals for consideration and, subsequently, to determine which proposals to forward to the governing body for final consideration. One proposal was submitted late and another proposal was submitted incorrectly and the Review Committee determined to waive the anomalies in both instances.

Of the four eligible proposals, the Committee elected to forward the top two proposals for Council consideration as both proposals scored similarly:

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|------------------|-----------|
| GPS/LE | 72.5/100 |
| Blankley/Votruba | 76.25/100 |

As this is a Council solicitation for services, Council will make the final selection and, thereafter, the Proposer will enter into a Professional Services Agreement with the City for the agreed upon services.

Responsible Staff:

CMO / City Council

Attachments: RFP & Advertisement

- GPS/LE Proposal with One (1) Attachment A
- Blankley/Votruba Proposal