



Meeting Date: 4/24/12

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Study Session

Prepared By: James Cameron

Agenda Item No. R-1

Reviewed By: City Manager *JCB*

City Attorney *DA*

Finance *DR*

Other (Specify)

DATE: April 12, 2012

TO: City Council

FROM: James Cameron
Chief Financial Officer

SUBJECT: Requests for Proposal, Qualifications, and Bids

RECOMMENDATION

That City Council receive a presentation on the use of Requests for Proposal (RFP), Qualifications (RFQ), and Bids (RFB).

DISCUSSION

Council has asked staff to prepare a presentation on the use of Requests for Proposal (RFP), Qualifications (RFQ), and Bids (RFB). The attached matrix provides a summary of these contracting processes.

FINANCIAL IMPACT

None.

JC:tr

Attachment - Matrix of RFPs, RFQs and RFBs

Matrix of RFP, RFQ, and RFB

	Purpose/Use	Selection Basis
Request for Proposals (RFP)	<ul style="list-style-type: none"> - Contracting for professional and other services and certain equipment - Price is negotiated 	Qualifications of proposer and quality of proposal in meeting requirements
Request for Qualifications (RFQ)	<ul style="list-style-type: none"> - Similar to RFP - Used to gather vendor information to generate a pool of prospects meeting technical criteria - Final selection through RFP, but may lead to direct negotiations 	Short list based on technical criteria
Request for Bids (RFB)	<ul style="list-style-type: none"> - Contracting for equipment, supplies, trade services, and public projects (construction) - Bids based on defined product specifications or plans and specifications for construction 	Lowest price of responsible responsive bidders

Tools / Apps

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City Council Agenda Item Request Form

Thank you. Your Agenda Item Request was submitted to the City Clerk's office.

Attached is the Agenda Item Request you submitted.

City Council Meeting Date:

Apr 24, 2012

Department/Division:

Finance

Governing Body:

CC

Agenda Subject:

Requests for Proposal, Qualifications, and Bids

Agenda Recommendation:

That City Council receive a presentation on the use of Requests for Proposal (RFP), Qualifications, (RFQ) and Bids (RFB).

Contact Person:

James Cameron

Contact Phone:

7461

Support Staff:

Tamara Reese

Support Staff Phone:

7475

Agenda Type:

Study Session

Attach Sep. Cover?

No

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