



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 *JRB*

City Attorney *PA*

Finance *RL*

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