



## Legislation Details (With Text)

**File #:** 18-0106      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Passed  
**File created:** 4/26/2018      **In control:** Town Commission  
**On agenda:** 5/1/2018      **Final action:** 5/1/2018  
**Title:** Request for Alternative Solicitation Method for Strategic Planning Consultant  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
5/1/2018	1	Town Commission	adopted	Pass

### Summary

To: Town Commission  
From: Cathy DeKarz, Management Analyst  
Date: 5/1/2018

### Subject:

Request for Alternative Solicitation Method for Strategic Planning Consultant

### Summary:

To hire a consultant to facilitate our strategic plan, staff is requesting to use a “Request for Qualifications” (RFQ) rather than a “Invitation to Bid” (ITB). Ordinance 2-229(f) provides that the commission may approve alternative solicitation methods where the use of the bid process is not practicable or advantageous.

**Previous Commission Action:** Over the past several months, the Commission has been discussing the hiring of a consultant to complete a strategic plan for the Town, and has also approved staff to begin searching for that consultant.

**Background/Problem Discussion:** An RFQ differs from an ITB in the process through which the winner is selected. Namely, ITBs require that the contract is awarded to the lowest bidder. However, selecting a winner for an RFQ is based on qualifications first, and then price is negotiated after applicants are ranked by a scoring matrix, typically performed by a committee.

Staff believes that using an RFQ for the Town’s strategic plan will allow the commission to select a candidate who’s qualifications and methodology are most advantageous to the town.

If the Commission grants the use of an RFQ, staff has estimated that work on the strategic plan would likely begin in July/August, after the Commission approves the selected contractor.

**Expenditure Challenges** N/A

**Financial Implications:** N/A

**Recommendation:** Staff recommends approval of the use of an RFQ for the Town's solicitation of a strategic plan.

**Proposed Motion** I move of approval of the use of a Request for Qualifications process for the Town's solicitation of a strategic planning consultant.