

Economic Development Task Force

Appointment of Two Members to Review Economic Development Strategy RFP Responses

2020-JAN-06



Evaluation Process: Request for Proposals

- Proposals are due February 14, 2020
- The Request for Proposals (RFP) will be reviewed by five people (three City Staff members and two Economic Development Task Force members)
- Proposals will be sent to the evaluators the week of February 17th
- Each proposal is reviewed against the evaluation criteria outlined in the RFP
- Proposals are reviewed and evaluated individually and sent to the Purchasing Department
- The Purchasing Department provides a summary of the evaluations
- The Evaluation Committee will meet to discuss and review the outcome
- A preferred proponent is identified
- The Purchasing Department prepares and awards the contract



Evaluation Process: Task Force Participation

- Two members to be nominated by the Economic Development Task Force

- Commitment:
 - Review the Proposals (up to one day)
 - Evaluation Group Meeting (2 hours)

- Work to be completed by the end of February