



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: AUGUST 2, 2011

ITEM NUMBER:

**SUBJECT: APPROVAL OF REQUEST FOR PROPOSAL (RFP) EVALUATION PROCESS**

**DATE: JULY 26, 2011**

**FROM: FINANCE DEPARTMENT /FINANCIAL PLANNING DIVISION**

**PRESENTATION BY: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER**

**FOR FURTHER INFORMATION CONTACT: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER  
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## **RECOMMENDED ACTION**

Approval of Request for Proposal (RFP) evaluation process with regards to outsourcing.

## **BACKGROUND/ANALYSIS**

Over the past few months, the City has been developing the RFP's for each of the services City Council authorized to evaluate for outsourcing. Staff developed the process and detailed it in a tracking schedule, Attachment 1. As reviewing submitted proposals begins, it is important to affirm the process by which each RFP will be reviewed, analyzed and presented.

As shown on the tracking schedule, once proposals are received, each will be evaluated by a selected review committee and presented to City Council for selection of which bidder(s) with which to have further discussion/negotiate. The discussion/negotiation process will be used as an introduction of the bidder(s) to the City and an opportunity to clarify any questions with the initial proposal.

As needed, after the discussion/negotiation process, the City CEO will review proposals with department staff. This review will determine if changes to current operations would produce similar results to those in the bidder proposal(s). Before presenting a final recommendation to City Council, the City CEO will meet with each employee association potentially affected by the final recommendation. Staff will then present its final recommendation to the City Council for action.

## **ALTERNATIVES CONSIDERED**

The City Council could choose to alter any step in the evaluation process, however staff will need direction on completion of the RFP process.

**FISCAL REVIEW**

There is no fiscal impact to the recommended action.

**LEGAL REVIEW**

The City Attorney is working closely with staff on implementing the current RFP process. The City Attorney recommends Council approve the implementation process developed by staff.

**CONCLUSION**

As the City continues developing RFP's for each of the services City Council authorized for outsourcing, it is important to affirm the process by which each RFP will be reviewed, analyzed and presented. Staff has developed a process that includes obtaining City Council approval of vendors for further discussion/negotiation and reviews with department staff and employee associations. The last step of the process will be the final recommendations presented to City Council.

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THOMAS R. HATCH  
Chief Executive Officer

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BOBBY YOUNG  
Budget & Research Officer

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KIMBERLY HALL BARLOW  
Special Counsel

Attachment: [1 – RFP Schedule of Events \(dated 7-19-11\)](#)