



## Staff Report

**TO:** Finance and Audit Committee

**FROM:** Todd Parton, City Manager

**DATE** March 14, 2022

**SUBJECT: City of Beaumont Request for Proposal Procedure and Establishment of a Request for Proposal Review Sub-Committee**

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### **Background and Analysis:**

The City of Beaumont utilizes a competitive proposal process for the procurement and acquisition of certain goods and services. A request for proposal (RFP) is used for projects that are significantly complex or are for major purchases – i.e., major equipment, chemicals, construction, engineering services, architectural services.

City Council has requested that the Finance and Audit Committee be incorporated into the RFP process in order to enhance due diligence processes and increase transparency. The standard process currently utilized is as follows:

1. The City Council authorizes the issuance of the RFP (this includes their review of the draft RFP);
2. The City staff issues the RFP as directed by City Council – advertising for each RFP includes posting on the Public Purchase website, a national clearing house;
3. A City staff team reviews the proposals and creates a short list of proposers for interviews;
4. A City staff team interviews the short-listed candidates and based on the proposal and the interview results, identifies the preferred proposer for recommendation to the City Council; and
5. The City Council considers the City staff recommendation.

It is requested that the Finance and Audit Committee (FAC) be engaged prior to City Council's consideration of the City staff recommendation. Specifically, a sub-committee consisting of the City Treasurer and two members of the FAC would be convened after the fourth step above to review the City staff scoring and selection process and either affirm or not affirm the City staff recommendation. The FAC sub-committee determination would be presented to the City Council as part of the staff report and as may be addressed by the City Treasurer. The sub-committee would meet on an as-needed basis.

**Recommended Action:**

It is recommended that the Finance and Audit committee form a request for proposal review sub-committee.