



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 07/10/2023

Staff Contact: Phillip Trocquet

Agenda Section: New Bus.

Department:

Staff Report:

Item Description:

Background/History:

Consideration to approve the establishment of a scoring committee(s) for the purpose of holding applicant interviews for RFQ-2023-001.

Findings/Current Activity:

In order to establish a fair and equitable system for scoring of applicants and the involvement of all DDA members, staff recommends the establishment of two independent 3-member groups to hear presentations and score applications for the RFQ. The remaining single-member will score virtually in order to provide an equitable process.

Is this a budgeted item? _____ **If so, include budget line number:** _____

Actions/Options/Recommendations:

Staff recommends the creation of the scoring committee and the confirmation of the scoring date of July 19th, 2023. If a new date needs to be established due to board member availability, staff recommends the establishment of said date at this meeting for advertisement to applicants.