

**Council Meeting Date:  
Octobrt 12, 2022**

**Agenda Item Cover Sheet**

**Agenda Item Subject/Title:**

Recommend that, upon the hiring of a City Manager, Council direct staff to review contracts and agreements for professional or technical services that have been in effect for three (3) years or more. Recommend the review begin with the contract for Legal Services and the contract for Information Technology Services. Recommend development of a Request for Qualifications covering these services.

**Agenda Item Summary:**

It is generally accepted business practice to review and renew contracts on a regular schedule. All contracts should have performance reviewed on a regular schedule – usually every 90 calendar days. It is also recommended that contracts for professional service not exceed a term of three (3) years.

After a three (3) year term, it is a generally acceptable business practice to explore the pool of available qualified applicants through a Request for Qualifications (RFQ). This process is particularly helpful for professional and service contracts

A request for qualifications is a document that seeks to identify a qualified pool of applicants. It asks potential contractors to detail their background and experience providing specific goods or services. The request for qualifications would be focused on the potential contractor's skills, experience, and interest to conduct business with the City of Woodcreek.

Once the qualified and interested applicant pool is identified, the City would complete the process by contacting the best qualified candidates identified by the RFQ to request, at a minimum, the following information:

1. Detailed cost proposal for fees and other expenses for the defined scope of work.
2. Detailed list of personnel assigned to the potential contract – include resumes for any personnel not included in the response to the RFQ.
3. Acceptance of terms and conditions.

**Financial Impact:**

Undetermined for selection process.

**Recommendations:**

Direct City staff to:

1. Prepare Requests for Qualifications to identify qualified applicant pools for legal services and information technology services.
2. Submit the draft Requests for Qualifications to Council for approval prior to distribution. This should include the RFQ and the following attachments
  - a. Strategy to identify and outreach qualified applicant pools
  - b. Procurement Process, to include a calendar.
  - c. Estimated costs – including advertising.
  - d. Evaluation Matrix/Criteria – suggest “Best Value” Criteria be used.

**Submitted by:** Mayor Pro Tem Aurora LeBrun