



## Legislation Text

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**File #:** 18-2017, **Version:** 1

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### **ITEM: AUTHORIZATION TO AMEND CHAPTER 9 “EVALUATION AND SELECTION” OF THE VILLAGE’S PURCHASING MANUAL**

**REQUEST:** Authorization to amend Chapter 9 “Evaluation and Selection” of the Village’s Purchasing Manual.

**EXPLANATION:** The Village’s existing policy for the composition of a selection committee, to evaluate Request for Proposals (RFP) and Request for Qualifications (RFQ), is as follows.

The Selection Committee typically consists of:

- Five staff members
- Three of which are appointed as standing members with general knowledge
- The fourth and fifth members of the committee shall be selected by the Manager, on a case by case basis, and shall possess technical knowledge regarding the subject matter.

The Village’s Purchasing Manual, approved by Council in 2014, specifically states “Prior to using an alternate selection committee, the Manager shall receive the advice and consent on the committee’s makeup and membership from the Council. Such advice and consent requires the approval of a majority vote of a quorum of the Council at a regular or special meeting wherein the issue is set forth on the Council agenda”.

Due to an increase in proposed projects, accounting for the need of additional RFP’s and RFQ’s, staff is seeking authorization to amend Chapter 9 of the Village’s Purchasing Manual (see attached Exhibit A). The amendment will authorize the Manager to assign staff and non-staff, including but not limited to entire standing advisory boards and committees or an ad hoc committee selected for this purpose, as well as outside consultants with professional expertise regarding a particular selection, without prior Council approval.

Amending the policy will expedite the RFP/RFQ solicitation process and ensure the selection of highly qualified selection committee members in a timely manner. Additionally, the three existing appointed standing members (Village Engineer; Director of Financial Management and Budget; and Planning, Zoning, and Building Director) will no longer be required to sit in as selection committee members for all RFP/RFQ solicitations.

**BUDGET AMENDMENT REQUIRED:** NO

**PUBLIC HEARING:** NO

**QUASI-JUDICIAL:**

**FIRST READING:**

**SECOND READING:**

**LEGAL SUFFICIENCY:** YES

**FISCAL IMPACT:** N/A

**WELLINGTON FUNDAMENTAL:** Responsive Government

**RECOMMENDATION:** Authorization to amend Chapter 9 "Evaluation and Selection" of the Village's Purchasing Manual.