

Rank and Review  
October 29, 2018

# MINUTES

State Lobbying Services  
RFP 17-18-02

Present: City Manager Garry Brumback, Finance Director/Asst. City Manager Amy Davis  
and City Clerk Ruth Nickerson

Ms. Davis called the meeting to order at 10:08 AM.

General discussion on the selection procedure criteria took place for each of the three submissions. Attributes of each firm were noted.

Per the RFP document, criteria and points applicable to the responses included in each submission are as follows:

- Demonstrated Experience (40 points)
- Qualifications (35 points)
- Cost (25 points)

Committee Members ranked submissions with the following results. (100 points possible)

	Gray Robinson	Peebles Smith & Matthews	Suskey Consulting
G. Brumback	75	90	95
A. Davis	75	90	95
<b>TOTALS</b>	<b>150</b>	<b>180</b>	<b>190</b>

Consensus was reached to add acceptance/confirmation of the committee ranking and recommendation to begin negotiations with the top ranked firm to the November 6, 2018 Commission Meeting Agenda.

The Rank & Review meeting adjourned at 10:26 a.m.