

Dear Mayor Simmons,

The Board of Representatives (BoR) seeks to improve communication during the request for proposals and grant process with the goal of improving the efficiency the BoR's approval process and the quality of projects. The ~~BoR~~Board of Representatives is responsible for approving, rejecting, or modifying contracts for goods or services exceeding \$100,000.00 and authorizing the execution of contracts related to grant awards. These contracts are based on Requests For Proposals (RFPs) or grant applications. To the extent that the contracts or grant awards submitted for approval based on said RFPs or applications do not meet the ~~BoR~~Board's expectations, the ~~BoR~~Board's options are to either modify or reject the contract or decline to authorize contracting for a grant award. The effect of either option would be a delay while the modified contract is renegotiated with the potential vendor, or worse, the matter is put out for rebidding, or a change in the scope of the grant is requested. If the ~~BoR~~Board had the opportunity to review and comment on the draft RFP or grant application prior to submission the risk of delay would be significantly reduced. Greater consensus on the scope of work before the proposal is out to bid or the grant pursued could save staff time, minimize costs to contractors seeking to bid on the work, and avoid unnecessary delays during the BoR's review and approval.

To this end we are exploring whether you would be receptive to adopting such a prior review policy. To facilitate this discussion, we have prepared a draft guidance document that outlines an approach to address the BoR's concerns. We believe it will improve the contracting process and yield more comprehensive project results. We look forward to speaking with the administration and department heads on these items.

Please let us know of any questions or suggestions.

On behalf of the Operations Committee, Very truly yours,

Virgil de la Cruz, Chair