

**Town of Edgewood  
Resolution No. 2005 - 17**

**Resolution Establishing **Selection Committee to Rate & Rank Requests for Proposals issued by the Town of Edgewood.****

**WHEREAS** the Town wishes to establish standard procedures for rating and ranking RFP responses received by the Town; and

**WHEREAS** the Town Council has determined that the procedures contained herein will advance the public good and welfare of the Town and its Citizens;

**THEREFORE** be it resolved as follows:

- 1. After the governing body authorizes issuance of an RFP, the Mayor will then formulate recommendations for council approval regarding the appointment of the Selection Committee.**
- 2. The Selection committee will be composed of at least 5 members.**
- 3. The 5 members will consist of (2) two members of the Governing Body (2) two members of staff and (1) one member at large.**
- 4. The member at large can be a member of an established Town Committee, a representative of the Chamber of Commerce, or another appropriate member of the community. This individual normally shall, but need not in all cases, be a resident of the municipality.**
- 5. The Mayor will recommend to the Council the appointment of the Selection Committee.**
- 6. Committee members will be contacted regarding their appointment and availability to review RFP.**
- 7. Once Proposals are received the Clerk/Treasurer will distribute copies of the proposals to each member of the Selection Committee with a proposed review calendar and any other pertinent material/information.**
- 8. The Committee will review the Proposals. Each member is to rate and rank the proposals before meeting with the Committee. The Committee will then meet and discuss each proposal and reach a consensus on the rating and ranking that will be submitted to the Governing Body for recommendation. The Committee will determine if a need exists to interview top ranked offerors prior to submitting a recommendation to the Governing Body.**
- 9. If interviews are to be conducted, the Committee will determine a time and place for the interviews and notify the offeror's to be interviewed.**

10. The Committee will return all material/information, such as Proposals and rating and ranking sheets, to the Clerk Treasurer and provide its recommendations to the Governing Body.

11. The Governing Body will duly consider the recommendations of the Selection Committee during a meeting of said body held in accordance with the Open Meetings Act.

Approved this 6<sup>th</sup> day of July, 2005.

  
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Mayor - Robert Stearley

ATTEST:

  
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Clerk/Treasurer - Karen Alarid

