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04-017

GRANT EXEMPTION FROM A FORMAL REQUEST FOR PROPOSALS (RFP) PROCEDURE TO SELECT A SEARCH FIRM AND AWARD A CONTRACT

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FINANCIAL RESPONSIBILITY: Jerry Donnelly, Director, Human Resources

APPROVED BY: Randy McEwen, Vice President, Administrative Services
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REPORT: It has been requested by the Board that a formal RFP procedure not be utilized to select a search firm for the upcoming presidential search process. It is preferred that an informal process be used due to time issues and several other factors.

Personal service contracts, such as contracting with a search firm, are not considered to be public contracts per ORS 279.051. Each public agency is authorized to create its own policies and procedures for the selection of personal service providers. The current PCC Public Contracting Rules require that all personal service contracts that are estimated or anticipated to exceed \$50,000, shall be procured using a formal selection procedure (Rule 300.070). However, Rule 300.170(3) allows for a specific personal services contract, or even a class of contracts, to be exempted from a formal process.

Five (5) search firms have been contacted and four (4) have submitted proposals that are currently being evaluated. Proposals were received from:

Firm
Murphy-Simmons-Stowell
Tatum/Ponitz Consultants
Gold Hill Associates
Isaacson, Miller

RECOMMENDATION:

That the Board of Directors grant an exemption from a formal RFP procedure for the selection of a search firm for the upcoming PCC presidential search process and authorize using a more informal, unadvertised procedure seeking proposals from only a select group of firms. That the Board of Directors award a contract to handle the PCC presidential search to Gold Hill Associates, in the amount of \$28,500 plus expenses not-to-exceed \$3,500. All expenditures for this contract will be from the General Fund.

Director Anderson moved for approval of Resolutions 04-001, 04-010 through 04-021 and 04-023 and it was approved unanimously.