

City Council – Action Request Form

Date: March 14, 2023

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Ben Rowe, Assistant City Manager
Kelly Latham, Chief Financial Officer
Shantell McClam, Purchasing Director

Council Action Requested:

Resolution Amending Purchasing Policy to Temporarily Suspend Location Evaluation Criterion for Professional and General Services

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

The City’s Purchasing Policy requires the procurement of professional services and general services, in an amount in excess of \$20,000, to incorporate concise scoring and evaluation criteria. Request for Qualifications (RFQ), the bidding document utilized to procure professional services, and Requests for Proposals (RFP), the bidding document used to procure general services, currently incorporate a required scoring and evaluation criterion allotting 20% weighted points for businesses located in the City of Winston-Salem. In order to receive the location points, businesses must submit specific, supporting documentation confirming operations within the city limits.

In an effort to remove potential barriers that might discourage prospective bidders from submitting proposals and improve the ease and access of the bidding process, staff are recommending that the location evaluation criterion and scoring methodology be temporarily removed from the Purchasing Policy as it relates to procuring professional and general services.

Any verbiage related to this criterion will be removed from all policy manuals, bidding documents, and scoring spreadsheets for professional and general services. Business Inclusion and Advancement staff will no longer be required to evaluate and score RFQ’s and RFP’s on the location criterion.

After one year, city staff will provide a report on the impact of this suspension of the location criterion on projects and services. The report will also include a recommendation of whether to continue the suspension or reinstate the requirement.

Committee Action:

Committee	<u>Finance 3/14</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks: