

Cheri Smith

From: Sarah H. Spurlock
Sent: Friday, October 24, 2014 8:24 AM
To: Cheri Smith
Subject: RFP correspondence

Cheri,

I was contacted by attorney Susan Cardenas, who says she is representing one of the proposers for the EMS Medical Director RFP. I prefaced the conversation by reminding her that as a representative of the city manager's office, I was not allowed to communicate with her about particular competitive solicitations. She said she just had a few general procedural questions regarding the process and understood the purpose of the cone of silence. I answered her questions as much as I was comfortable answering.

She asked what was expected from a proposer at the selection committee's meeting -- were they expected to give presentations or answer questions. I told her that the meetings are public and anyone is welcome to attend but people aren't required to attend. Generally, presentations are not requested at that meeting and no dialogue between the committee and the proposer takes place. A selection committee may or may not request presentations at a later date. I also said that the Commission may or may not request presentations. I also told her that the goal was to get the item on the Commission agenda for their consideration in November or December.

She started to ask some other questions regarding what was public record that I felt crossed the line of "communication regarding a particular solicitation" and I told her that she should submit her questions in writing to the Clerk's office and we'd answer them as best we could.

Shawn Smith advised that I document this conversation, which I am doing via this email, and have it submitted into the record.

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