

## LRB – RESEARCH AND ANALYSIS

NOVEMBER 28, 2007 AGENDA

ITEM 17, FILE 071061

PUBLIC WORKS COMMITTEE

JAMES CARROLL

File #071061 is a resolution authorizing the Commissioner of Public Works to enter into a professional services contract with a consultant selected for the development of a Request for Proposals for citation processing/collection services and cash management/information services.

### **Background**

1. The current contract for citation processing/collection services and cash management/information services expires on May 4, 2008.
2. Due to the complexity and diversity of services provided through the contract, the Department of Public Works desires to hire a consultant to assist in the preparation and evaluation of the Request for Proposals (RFP).
3. The Common Council must approve a resolution authorizing the Commissioner of Public Works to enter into a professional services contract if it is anticipated that a contract will exceed \$25,000.

### **Discussion**

1. This resolution authorizes the Commissioner of Public Works to enter into a professional services contract with a consultant selected for the development of an RFP for citation processing/collection services and cash management/information services.

### **Fiscal Impact**

The cost of the contract will not exceed \$80,000, with funding provided by the Parking Fund.

### **Other Information**

On May 8, 2007, the Common Council adopted a resolution (File #061575) directing DPW to submit the RFP for citation processing/collection services to the Common Council for review and approval prior to soliciting proposals. According to DPW's tentative schedule for RFP development, the final draft of the RFP is due February 29, 2008 and the Common Council approval process will take place during March and April

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