



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Minutes

### COMMUNITY COLLABORATIVE COMMISSION - COMMUNITY SURVEY & RESEARCH COMMITTEE

**STEPHEN JANSEN: CHAIR**  
*Deborah Blanks and Tiodolo Delagarza III,*

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Friday, September 9, 2022

12:00 PM

Virtual

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Please join this meeting from your computer, tablet or smartphone.

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#### 1. Roll call.

*Meeting convened: 12:11 P.M.*

*Members present: Steve Jansen, Deborah Blanks and Tiodolo Delagarza (arrived at 12:24 P.M.)*

*Also present: Barbara Cooley - Fire and Police Commission*

#### 2. Review and approval of the minutes of the June 2nd, July 8th, August 4th and August 25th meetings.

*Ms. Blanks moved to approve the minutes, seconded by Mr. Jansen. There were no objections.*

#### 3. Discussion on proposed Request for Proposal (RFP) draft.

*Mr. Jansen created a draft of the RFP based upon prior discussion of the body. He will send out draft of this general rubric to members either today or Monday, which is a way to rank the submitted proposals. Ms. Blank asked how "cost efficient" would be judged. Ms. Cooley suggested just ranking the submitted proposal in terms of which ones are "most cost efficient", possibly giving the highest point to the cheapest one. A point system for all the rubric categories would provide a perspective on how all the RFPs are ranked and then look at individual categories and assign more points to those rubrics that are more valuable. Ms. Cooley suggested adding the possible maximum points to each rubric after each individual rubric.*

*Sept. 22nd is the deadline for the proposal to be completed, submitted and on the city website.*

*The first draft should be completed by next Friday. The bid due date is currently scheduled for Nov. 4th.*

*Ms. Blanks would suggest having the Sept. 22nd date pushed back to October and the deadline for the due date being the beginning of December.*

*Ms. Blanks would like to have members put in work rather than having the chair doing all the work to this point.*

*Mr. Jansen would like to have more narrative added that he would like to add, including aspects of the bidding process and expectations, well as a purpose session, city profile, how we're going to work together with the CCC so it's understood it's not just being sent out to a third party. Mr. Jansen would like to type up the rough draft by Monday and he'll distribute it to members for discussion at the Thursday meeting. The goal is an award date of Friday, Dec. 2nd. The goal is to have it on the city web site on Monday, Oct. 3rd. The survey period would begin in January. The formal first draft would be sent to the Procurement Office on 9/22 and the final draft sent out on Sept. 29th. The Official RFP announcement would be Monday, Oct. 3rd. Posting would be on Oct. 3rd.*

*Ms. Blanks thought it would be useful to have someone from the Procurement Office attend the next meeting. Mr. Jansen will ask if Rhonda Kelsey, the city Purchasing Director, can attend the next meeting.*

#### **4. Adjournment.**

*Meeting adjourned: 12:48 P.M.*

*Linda M. Elmer  
Staff Assistant*