



Draft Steering Committee Resolution SC05-2011 - Operating Procedure for Selection Committees

WHEREAS, Section 10.2.2 of the Memorandum of Agreement (MOA) states that “A selection committee will be formed for each procurement with the approval recommendations after following processes consistent with the applicable procurement requirements, with final selection of professional service,” and

WHEREAS, Steering Committee Resolution SC03-2011 states that “For procurement of professional services, RPA will work with the Steering Committee co-chairs to convene a selection committee, which will establish a review and selection process appropriate to the applicable procurement.”

NOW, THEREFORE, BE IT RESOLVED,

1. The lead entity for the selection committee for each procurement will be the municipality or planning organization that is specified in the Memorandum of Agreement as having responsibility for the program component that is related to the procurement.
2. The selection committee for each procurement will include the following:
 - Representatives designated by the Steering Committee representative of the lead entity,
 - A representative of Regional Plan Association (RPA) as the project fiduciary, and
 - Any other member of the Consortium or Advisory Board with a role in the scope of services as determined by the Steering Committee Co-Chairs.
3. The lead entity will be responsible for initial screening of proposals, scheduling selection committee meetings, collecting input from selection committee members, and documenting committee proceedings.
4. The lead entity will notify Steering Committee members of the selection committee’s final recommendation. If no comments, objections or request for review are received within five business days, it will begin contract negotiations in coordination with RPA.
5. A final contract will be submitted to the Steering Committee for approval as described in section 10.2 of the MOA and Steering Committee Resolution SC03-2011.

ADOPTED: September 16, 2011

"I hereby certify that the above is a true copy of Steering Committee Resolution SC05-2011, Advisory Subcommittees and was motioned by Susan Sweitzer representing the City of Norwalk and was second by Brian Bidolli, representing the Greater Bridgeport Regional Council. This resolution was adopted and passed unanimously by the Steering Committee on the above mentioned date."

A handwritten signature in cursive script, appearing to read "Chris Jones", written in black ink on a white background. The signature is positioned above a horizontal line.

Chris Jones, Steering Committee Secretary