

**Purchasing Department**

**Kathryn Kasper**  
Purchasing Agent



City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
(262) 636-9143  
Fax: (262) 619-5550

Honorable Mayor Cory Mason and the  
Members of the Common Council  
730 Washington Avenue  
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee to discuss the results of Official Notice #19-2017, Request for Proposal for Legislative Software. This proposal was opened in the office of the Purchasing Agent at 1:00 P.M. on September 20, 2017.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We sent out ten bid packages out and received three (3) responses. The responses were read and evaluated according to the criteria outlined in the RFP by the selection committee and narrowed to a short list of two (2) firms for final consideration. These two firms were invited to make a presentation to the selection committee; the firms that were invited to present were BoardDocs and Accela. The evaluation criteria for the RFP were: ability to perform required services, references, fees and presentation and interviews.

The selection committee for this RFP consisted of Tara McMenamain, Assistant City Clerk, Stacey Salvo, Paralegal, Holly Maurer, Finance Administrative Assistant and Megan Dudzik, IS Project Manager. Members of the selection committee and the Purchasing Agent participated in reference calls with other governmental agencies in reference to the software performance and implementation process. The Purchasing Agent was not a voting member of the evaluation committee.

Based on the scoring of this RFP the selection committee is recommending that the Purchasing Agent be authorized to contract with Accela for the provision of Legislative Software and Implementation. Funds for this expenditure are available in account 70113 57800 13001, the project is estimated to cost \$80,000.

Respectfully Submitted,

A handwritten signature in blue ink, which appears to read "Kathryn Kasper", is written over the typed name.

Kathryn Kasper  
Purchasing Agent