

RFP/RFQ AWARD RECOMMENDATION / INTENT TO AWARD

To: Alfred Battle
From: Procurement Specialist: Rick Andrews *RA 9/13/12*
Date: 09/13/12
RFP #: 625-10897 Item/Service: Affordable Housing Strategy and Housing Market Study

Attached is a tabulation for subject items/services requisitioned by your department. Please complete the applicable portions of this form in order that proper presentation and recommendations may be made. Please return this form to the Procurement Specialist as soon as possible.

1. PROCUREMENT COMMENTS:

After presentations by the shortlisted proposers the selection and evaluation committee ranked PMG Associates, Inc. as the top ranked proposer

2. RECOMMENDATION:

PMG Associates

A. Which proposal do you recommend?

PMG Associates

B. Does this meet specifications as per your request and as advertised?

YES
NO

If No, is the variance considered:

MINOR

or

MAJOR

Explain:

C. Is the recommendation the highest ranking firm?

YES NO

PRINT NAME Alfred Battle

Department Director or designee

SIGNATURE *Alfred Battle*

DATE 9/13/12

SIGNATURE *[Signature]*

Deputy Director of Finance

DATE 9/25/12

3. PROCUREMENT ACTION/RECOMMENDATION(S):

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PROCUREMENT SERVICES DIVISION FOR ALL AWARD RECOMMENDATIONS OF \$25,000 AND ABOVE.

FOR AWARD RECOMMENDATIONS REQUIRING COMMISSION AWARD APPROVAL, SUBMIT THIS FORM NO LATER THAN THREE (3) WEEKS PRIOR TO THE PUBLISHED COMMISSION AGENDA ITEM DEADLINES FOR PURCHASING ITEMS.

Over \$25,000 YES NO