

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Julia H. Cooper

SUBJECT: SEE BELOW

DATE: February 8, 2016

Approved

D. DSYL

Date

2/8/16

INFORMATION

**SUBJECT: NOTICE OF INTENDED AWARD -- REQUEST FOR PROPOSAL (RFP)
15-16-14 FOR AN INTEGRATED PERMITTING SYSTEM**

The purpose of this memo is to advise the City Council that on February 3, 2016, after the conclusion of the evaluation process, the Finance Department/Purchasing Division issued the Notice of Intended Award to CSDC Systems Inc. for the Integrated Permitting System. A revised Notice of Intended Award was released on February 5, 2016 clarifying the protest period and process.

Pursuant to the City's Municipal Code, the notice of intended award was issued to all firms who submitted a proposal. A proposer has ten calendar days from the date the revised notice was issued to file a protest with the Procurement Authority (Finance Department). Any proposer wishing to protest the City's decision has until the end of Monday, February 15, 2016, to submit a written protest. The Procurement Authority must evaluate the protest, and issue a written decision. The party protesting the award has ten calendar days from the release of the written decision to appeal the decision of the Procurement Authority to the City Council – assuming the decision upheld the notice of award. Any written appeal of the Procurement Authority's decision must be filed with the City Clerk.

Pursuant to Section 7 of the City's Consolidated Open Government and Ethics Provisions entitled "Procurement and Contract Process Integrity and Conflict of Interest" there should not be any contact until after February 15, 2016. (<http://sanjoseca.gov/documentcenter/view/35087>). Communications are restricted as follows:

After Issuance of a Notice of Intended Award. ... During the protest period, City staff, elected officials, and consultants will refer all inquiries to the protest hearing officer identified in the Solicitation document.

Please refer any inquiries from any outside party regarding this RFP to the Derek Hansel, Assistant Director of Finance, acting in capacity of the City's Chief Purchasing Officer at derek.hansel@sanjoseca.gov, 408-535-7041.

/s/

JULIA H. COOPER
Director of Finance