

**Flow chart of RFP and Contractor Selection Process
MPD Policy and Procedure Review RFP**

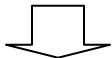
RFP Drafted



RFP Broadcast



Questions asked and answered



RFP Due



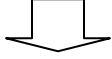
City Staff Check RFPs for Minimum Requirements



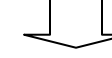
City Staff evaluates pricing portion



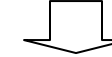
RFPs that meet minimum requirements distributed



Committee evaluates RFPs individually and sends scores to Purchasing



Purchasing compiles scores



Committee discusses scores and decides on vendors to bring in for interviews/presentations with guidance from staff if needed.



Vendors present to committee



Committee meets to come to a consensus about final vendor



Recommendation of selected vendor made to the Common Council for approval via a Resolution.
(see RES-15-00477)



Staff prepares final contract with selected vendor for signature.



Vendor begins work.