



Urban League of  
Greater Madison



November 7, 2022

Dear Mayor Rhodes Conway and Director O'Keefe,

Thank you for the opportunity to apply within the Employment Training RFP process in the City of Madison. As the City moves towards a decision, the undersigned formerly requests that City of Madison Community Development staff and Mayor:

1. Dedicate the November 9<sup>th</sup> Community Services Commission meeting to discussion of the scoring matrix used to make recommendations and;
2. Revise the current recommendation and replace it with a recommendation based upon the staff scoring of proposals as specifically outlined in the RFP.

1. November 9<sup>th</sup> as an informational meeting.

The current recommendations differ significantly from staff review scores based on the criteria that were set forth in the RFP. (see attachments) As such these recommendations appear to be based on criteria that was not included in the RFP nor to the best of our understanding has it been shared publicly or with the Community Services Committee.

The committee has not received this information and if you want any of this information to be considered by the Committee they need time to digest it and as individuals and/or as a committee make decisions on its value. This should not be done on the same night as the committee is trying to make important funding decisions.

2. Base staff funding recommendations on criteria within the RFP.

The City of Madison, in a formal Request For Proposal (RFP) processed established specific criterial for review of proposals in section 1.6 Award Criteria of the RFP. This section states:

"1.6 Award Criteria: Submitted proposals will be reviewed for completeness and compliance with RFP guidelines by staff representing different agencies whom are familiar with Madison specific neighborhood projects. Proposals shall include all required submittals. In the event that no submissions meet all of the RFP requirements, the City of Madison reserves the right to continue the evaluation of the proposals that most closely meet the requirements. All areas of this RFP will be reviewed using the same proposal review criteria." Funding allocation decisions are subject to Council review and approval.



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The RFP then goes on to list those award criteria and stipulates their weighted value in a review process. This criteria was previously established within the City of Madison 2022 Youth, Young Adult & Adult Employment 2022 Policy Paper codified by the City of Madison Community Services Committee by vote during their Wednesday, May 25, 2022 meeting.

The City of Madison purchasing agency making recommendations that do not adhere to the Award Criteria set forth in the RFP is not following City of Madison established protocol and policies related to an RFP process. As such, any decisions made by the Community Services Committee and subsequently by the City Council will also not be following standard and acceptable purchasing practices.

The undersigned formally requests that staff recommend postponing the CSC vote on funding and provide a recommendation to the committee based on specific criteria codified by the City of Madison Community Services Committee and included within the RFP.

Sincerely,

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