

Village of Niles

TASK FORCE FOR LEGISLATIVE INITIATIVES AND FUNDING SOLUTIONS

MEETING MINUTES

January 17, 2014

Persons in attendance: George Alpogianis – Co-Chair
Robert Callero
Cammy Fortuna
Steve Vinezeano
Rich Wlodarski
Mike Yesner
Cathy Spadoni – Secretary

I. Call to Order

Trustee Alpogianis called the meeting to order at 8:05 a.m.

II. Discussion and Approval of Amended RFP

The group reviewed the revised RFP for Lobbyist Services draft that included the changes to the “Scope of Services” suggested at the last meeting. Mr. Yesner suggested amending #6 on page 4 to read: “A list of grants the firm successfully secured *or helped secure* over the past three years.”

Mr. Callero made a motion, seconded by Mr. Yesner, to accept the RFP as amended. On voice vote, all concurred.

The group reviewed the RFP Score Sheet and assigned the following percentages to the Evaluation Criteria: #1 – 35%; #2 – 35%; #3 – 15%; #4 – 15%. This score sheet will be included with the RFP.

With regard to how prices will be evaluated, it was noted that #3 on page 3 of the RFP states: “Estimated costs should be a fixed price with expenses plus an hourly rate for additional out-of-scope services.” During the interview process, we can adjust the scope of services. Because this is a request for professional services, we do not have to accept the lowest bid; we may accept the best bid.

Once the RFP has been approved by the Board of Trustees, it will be sent to all who have shown interest and will be made available on our website and in the newspaper per our purchasing policy.

Five firms have shown an interest in the lobbyist position: Capparelli & Chester Consulting; McGuire Woods; Raucci & Sullivan Strategies LLC; Alfred G. Ronan Ltd; and Dan Shomon Inc. Each firm must submit an application using the standard form.

Copies of the submitted proposals will be distributed to the task force members prior to the interviews. At the next meeting, the group will cut the list, but will not pre-determine a fixed number of firms to interview. The group will select candidates to interview on the merits of the packets submitted. Each task force member will number the proposals 1 through 5. Those candidates with the highest rankings will be selected for interviews.

III. Adjournment

The proposals are due on February 21 at 12:00 Noon. The next meeting will be scheduled shortly after that.

There being no further business to come before the Task Force, Mr. Callero made a motion, seconded by Mr. Yesner, to adjourn the meeting. The meeting adjourned at 8:20 a.m.

2013-2014 Task Force for Legislative Initiatives & Funding Solutions

Ad Hoc Committee Members	
Trustee George D. Alpogianis – Co-Chair	Robert Callero – Finance Committee
General Government/IT Committee Chair	Cammy Fortuna – Gen Gov/IT Committee
	Mike Yesner – Pres of Golf Maine Park District
Trustee Joe LoVerde – Co-Chair	
Finance Committee Chair	Anthony Hollenback – Human Services Dir
	Chuck Ostman – Community Development Dir
Cathy Spadoni – Secretary	Steven C. Vinezeano – Village Manager