From:	Nora Mitchell
To:	Schneider, Melody (SAO); Sheila Danielson
Cc:	Strzalka, Amy (SAO)
Subject:	RE: Procurement Policy
Date:	Friday, June 29, 2018 3:42:56 PM
Attachments:	Resolution 11-018 Concerning Affordable Housing.pdf

In another review of our resolution directory (see city website) 11-012 did NOT get authorized. The discussion was tabled and revisited on June 20th. Attached is the authorized resolution 11-018. See authorized actions #3 and #5. The Council did not adopt the resolution directing the City Manager obtain an RFP/RFQ but instead providers must be able to provide assurance to City Council, City Manager and City Attorney that the provider's project is viable.

Also, I don't think the purchasing policies would cover this transaction as there is no procurement (in terms of $); just selection of provider.

Does this resolve?

Nora Mitchell | Director, Finance & Administrative Services
City of Port Townsend | www.cityofpt.us | nmitchell@cityofpt.us
250 Madison St. Suite 2, Port Townsend, WA 98368
P:(360) 379-4403 | F:(360) 385-4290

From: Schneider, Melody (SAO) [mailto:schneiderm@sao.wa.gov]
Sent: Friday, June 29, 2018 2:36 PM
To: Nora Mitchell <NMitchell@cityofpt.us>; Sheila Danielson <SDanielson@cityofpt.us>
Subject: RE: Procurement Policy

Yes, that is the question we are looking into. Also, along those lines, when we were still onsite, I had pointed out in Resolution 11-012 that the Council had authorized the City Manager to send out a RFP/RFQ for the low income affordable housing proposals. You had mentioned you were going to follow-up to see if that had occurred. I'm just wondering if you had a chance to look into that yet?

Thank you,

Melody Schneider
Assistant State Auditor
600 Kitsap Street Suite 201
Port Orchard WA 98366
360-895-6133

From: Nora Mitchell <NMitchell@cityofpt.us>
Sent: Friday, June 29, 2018 1:31 PM
To: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>; Sheila Danielson

<SDanielson@cityofpt.us>
Subject: RE: Procurement Policy

Hope you had a great time. Sheila will be back Monday and we will dig this out. However, trying to figure out which aspect of Homeward Bound transactions would follow under procurement so I can make sure we are addressing the correct question. Does this go back to the council member question on selection of Homeward Bound to surplus the property to? If so, I don't think the procurement policy covers that aspect.

Nora Mitchell | Director, Finance & Administrative Services
City of Port Townsend | www.cityofpt.us | nmitchell@cityofpt.us
250 Madison St. Suite 2, Port Townsend, WA 98368
P:(360) 379-4403 | F:(360) 385-4290

From: Schneider, Melody (SAO) [mailto:schneiderm@sao.wa.gov]
Sent: Friday, June 29, 2018 10:35 AM
To: Nora Mitchell <NMitchell@cityofpt.us>; Sheila Danielson <SDanielson@cityofpt.us>
Subject: Procurement Policy

Hi Nora and Sheila,

I am back from vacation and still working on the Homeward Bound questions from the Council member. I was hoping you could send me the City's procurement policy that indicates competitive procurement requirements.

Thank you,

Melody Schneider
Assistant State Auditor
600 Kitsap Street Suite 201
Port Orchard WA 98366
360-895-6133

CITYOFPT NOTICE REGARDING PUBLIC DISCLOSURE:
Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56).
The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.