



MEMO
September 16, 2020

TO: Christopher F. Robinson: Chair: CWC Board of Commissioners

FROM: Ralph Becker: Executive Director

**Reference: Recommendation to contract: Julianna Christie: Crafted Leadership, LLC
Professional Services Contract: Facilitator Mountain Transit System Summit**

Chris; it is my recommendation Central Wasatch Commission contract with Julianna Christie: cost of the contract as it stands is \$14,500 with flexibility for additional hours as might be determined in writing and approved.

Process:

1. On August 25, 2020 a RFP for Mountain Transit System Transportation Summit Zoom/Online Facilitator, developed in accordance with Central Wasatch Commission Procurement Policy was issued. (RFP - document #1 attachment).

Procurement Policy: 7.5 Exceptions to Bidding Requirements

- A. Professional Service Contracts: Contract services as defined by the laws of the state of Utah, may be awarded at the discretion of the Executive Director and after the approval of the Commission, based on the provider's demonstrated competence, professional qualifications, willingness and ability to meet the Commission's specific service requirements, cost of services, and other criteria deemed important.
2. Solicited names of potential responders from Central Wasatch Commission members, jurisdictions, Utah procurement site, and online employment firms. (RFP - sent/mailed/posted: document #2 attachment).
3. Responses received on schedule (9.8.2020)- selection criteria/top 3 (document #3 attachment); 1) Julianna Christie of Crafted Leadership, LLC, 2) Brian Wilkinson of Wilkinson/Ferrari, 3) Dan Griffiths of Tanner Accountants & Advisors.
4. Interviews completed 9.15.2020: choice for contracting Julianna Christie /copy of proposal attached. Contract developed by Shane Topham.