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## **MEMORANDUM**

**To:** Honorable Mayor and City Council  
**From:** Warren Hutmacher, City Manager  
**Date:** January 10, 2010  
**Subject:** **Acquisition Support (RFP 10-12) Discussion**

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### **BACKGROUND**

The City of Dunwoody entered into three-year agreements with three vendors in 2008 to provide municipal services in partnership with the City of Dunwoody. Those contracts expire in December 2011.

### **DISCUSSION**

The City of Dunwoody has issued RFP 10-12 to hire a consultant or consulting firm to assist the City in preparing and implementing a bid process to outsource these essential services. Existing contract staff cannot take on this responsibility due to a conflict of interest.

The City has budgeted for this expense in FY 2011. Bids are due on January 7<sup>th</sup>, 2010. Staff will conduct an initial evaluation of the bids prior to your January work session and an interim update will be presented at that time. It is anticipated that Council will award a contract at your January 24<sup>th</sup> meeting and that the vendor will commence work immediately.

A detailed analysis of the results of the RFP will be included in the public packet of information given to the Council in preparation for the January 24<sup>th</sup> meeting.