



Diversity Equity Inclusion Justice and Belonging (DEIJB) Core Committee

Draft Meeting Minutes

August 8, 2024

City Hall

Large 2nd Floor Conference Room

9:00 AM

1. Mayor Champlin called the meeting to order at 9:00 AM.
2. Roll Call. Mayor Champlin, Councilor Kretovic and Councilor Sekou were present.

Staff present: City Manager Tom Aspell, City Solicitor Danielle Pacik, Purchasing Manager Tina Waterman and City Clerk Janice Bonenfant.

3. Approval of Meeting Minutes.
 - March 19, 2024 Meeting Minutes.

Action: Councilor Kretovic moved approval of the March 19, 2024 meeting minutes. The motion was duly seconded by Councilor Sekou and passed with no dissenting votes.

4. Meeting overview by Committee Chair, Mayor Champlin.

Action: Mayor Champlin indicated the City issued an RFQ soliciting responses from facilitating organizations that could work with the City's DEIJB committee on DEIJB processes. Mayor Champlin indicated that the City received three out of state proposals as a result of the first posting. In the hopes of receiving responses from New Hampshire applicants, the City reposted the RFQ. As a result of the second posting, the City received responses from one New Hampshire applicant along with responses from the three companies that responded to the first RFQ. Four applications were received in response to the third and final RFQ.

Mayor Champlin indicated committee members had received and reviewed copies of the four responses received from the final posting. He further stated that committee members were meeting today to review and rate the RFQ's with a goal of compiling a list of recommended companies to be interviewed by staff.

5. RRQ process review by Tina Waterman, Purchasing Manager.

Action: Tina Waterman, Purchasing Manager, provided committee members with an overview of the municipal selection process.

Ms. Waterman provided an overview of the City's qualifications-based selection process (QBS) for professional services:

- A. A request for qualifications is issued for professional services. The RFQ presents the project, project requirements and objectives, requirements for responses, and selection criteria.
- B. Respondents submit qualification statements outlining their experience, capabilities, personnel, project understanding and approach.
- C. Selection committee reviews responses, rates them and makes recommendations as to which respondents are interviewed.
- D. Interviews are held with the most favorable respondents (typically 3 – 4).
- E. Each respondent is evaluated and ranked according to the criteria set forth in the RFQ.

City Manager Aspell distributed a sample statement evaluation sheet to committee members as an example of a selection committee rating sheet that might be used during interviews.

- F. Negotiations begin with the highest-ranking respondent (project elements, scope, cost and terms).

Ms. Waterman added that if the City entered into negotiations with the highest-ranking respondent and negotiations failed, then negotiations could begin with the second highest ranked respondent.

- G. City administration awards a contract to the selected respondent.

General discussion took place and committee members indicated that their intent is for City staff to conduct interviews and return to the committee with recommendations as to with whom a contract should be entered once interviews are complete. Committee members further stated their hope was that this committee's work could begin in September.

City Manager Aspell asked City Solicitor Danielle Pacik whether or not the committee could review the RFQ responses in non-public session. Solicitor Pacik indicated that the committee could choose to review in public or non-public if members of the committee felt something might be detrimental to one of the responses received.

City Manager Aspell indicated that the committee may want to draft potential questions for the selection committee in non-public session in order to keep the questions confidential ensuring that the companies to be interviewed would not hear the questions prior to their interviews.

Discussion took place specific as to whether or not interviews should be non-public or public. Consensus was that interviews should be non-public to ensure that none of the applicants are privy to questions prior to their given interview.

Committee members discussed the need for the committee meeting to be held following interviews to be held in non-public ensuring the committee acts within municipal procedures that keep RFQ documents confidential until a given contract is awarded.

Discussion took place regarding the fact that once a contract has been awarded, all proposals become public information with the exception of any proprietary information included within the proposals.

6. Review of RFQ responses.

Action: Councilor Kretovic moved to enter non-public session in accordance with RSA 91: A:3 (2) c as well as in accordance with RSA 91-A:5(4). The motion was duly seconded by Councilor Sekou and passed with a roll call vote. Mayor Champlin, Councilor Kretovic and Councilor Sekou all voted yes to enter non-pubic session.

At 10:34 AM, Councilor Kretovic moved to exit non-public session. The motion was duly seconded by Councilor Sekou and passed with a roll call vote.

In public session, Councilor Kretovic moved to seal the meeting minutes. The motion was duly seconded by Councilor Sekou and passed with a roll call vote.

7. Other business.

Action: Mayor Champlin indicated that a DEIJB Committee Meeting, for the full DEIJB Steering Committee has been scheduled for September 30, 2024 at 5:00 PM. He further stated the agenda would be distributed and posted on the web soon.

Councilor Kretovic indicated that she thinks the City of Concord may want to start including an anti-discrimination statement within the City’s RFP and/or RFQ’s asking those submitting responses to please remove/strip photos of consultants within their submissions in order to avoid potential unconscious bias by anyone reviewing responses.

8. Adjournment.

Action: At 10:36 AM, Councilor Kretovic moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

A true copy; I attest:

*Janice Bonenfant
City Clerk*