

Montpelier Social and Economic Justice Advisory Committee

Meeting Notes, January 8, 2020

City Manager's Conference Room, Montpelier VT

Present: Julia Chafets, Shaina Kasper, Janelle Perry, Michael Sherman,
Cameron Niedermayer (Assistant City Manager)

Shaina Kasper called the meeting to order at 8:30 A.M.

1. **Minutes** of December 11, 2019. Approved as submitted.
2. **Updates.** Concerning the items noted under "Communications" in the December 11 minutes:
 - Letter of thanks sent to the City Council, Mayor, and City Manager.
 - Ms. Chafets had conversations with each of the organizations and individuals committee members consulted in preparation for drafting an RFP.
 - Ms. Kasper will post vacancy notices for SEJAC on Front Porch Forum.
3. **Progress towards issuing an RFP for information gathering and assessment project.**
In response to a question about holding over into FY 2021 any unused funds from FY 2020 allocated by the City Council at its November 20, 2019 meeting, Ms. Niedermayer agreed to discuss this with the City Manager and will report back to the Committee at its next meeting.

The committee reviewed a draft of the RFP prepared by Cameron Niedermayer.

Ms. Niedermayer reviewed the process for issuing the RFP, responding to questions and clarifications from potential bidders, reviewing bids, and awarding a contract. The committee reviewed and discussed the draft, with special attention to section 2, SERVICES SOUGHT. Among the specific recommendations for revision:

- In section 2 a: "The end goal would be to identify and build relationships with underserved and underrepresented demographics."
- In section 2 b, . . . invited guests (including young people, community members, and representative of local organizations and those identified in the community assessment survey). . . [etc.];
- clarify the difference and relationship between workshops to gather information and future/ongoing training sessions.

- Combine sections 2 b and c to recommend and plan for some combination of four or more city staff and community workshops.

Ms. Nidermayer will incorporate these and other recommendations into a second draft to be reviewed by the committee at its meeting January 22, 2020.

Timeline:

- January 22, 2020: Committee review and agree on final version of the RFP and send forward to City Council for approval.
- By January 31, 2020: City announces and circulates RFP using its usual procedures and information outlets
- By February 14, 2020: potential bidders submit questions and requests for clarifications to committee
- February 19 and 28, 2020: conference calls with potential applicants to respond to questions and requests for clarification
- March 18, 2020, 5:00 P.M.: Deadline for submitting bids to Cameron Niedemayer via email.
- March 25, 2020, Committee meeting to review submitted applications
- April 22, 2020. Interviews with bidders (number and structure of interviews to be determined)
- April 30, 2020. Committee decision and recommendation sent forward to City Council for approval
- May 2020. Contract negotiations as necessary. Contract awarded.

4. Other business. The Committee acknowledged with thanks the work and contributions of Jamie Carroll as the city staff representative from the committee's first meeting until her move to another career.

5. Next meeting dates:

January 22, February 5, February 19, 2020. All meetings begin at 8:30 A.M. and will take place in the City Manager's Conference room.

Adjourned at 9:50 A.M.

Submitted,

Michael Sherman