

## PROCEDURES FOR RFP 244 SELECTION PROCESS

The following procedures meet the requirements of law and have been developed for the purpose of allowing Authority Board members to receive the information in a timely fashion, and thus permit an informed decision to select a proposer to become the Private Revitalization Partner.

State law provides that until the award is made to the top-ranked proposer, there can be no disclosure of discussions or information derived from proposals submitted by competing proposers. (*See, e.g.* O.C.G.A. 50-5-67(a)(4).) Accordingly, proceedings of the JIA Selection Committee during the RFP 244 selection process are not public meetings.

The following information will be made public during the process, and will be posted on the Georgia Procurement Registry and the Jekyll Island Authority's website:

- The list of offerors submitting proposals
- The shortlist of finalists
- The recommendation of the top-ranked proposer
- The scheduled board meeting at which the Authority will publicly engage in discussions and make the decision to award
- After the award, all records utilized in the selection process, except for trade secret and proprietary information, are made public (*See, e.g.* O.C.G.A. §50-5-67(a)(4) and O.C.G.A. §§10-1-760, 761(4).)

The State of Georgia's procurement process for competitive proposals requires a variety of discussions and interaction with the proposers, each independent of and confidential from, all other proposers, to clarify the proposals of each. It is essential to prevent the information and discussions from premature disclosure that would compromise the competitive process. Until the Board convenes to publicly make its selection and award to the successful proposer, the following procedural process will be followed:

Once the responses from proposers are received by the JIA on August 13<sup>th</sup>, the copies will be numbered and the list of proposers will be publicly published.

Copies of the RFP, the Data Book, and each submitted proposal will be available for review by individual Authority board members in a designated JIA review room in the Authority's office at Villa Ospo for the duration of the competitive process.

Also available for board members' review, as they are developed, will be the evaluation forms and questions developed for the proposers to respond to during the selection process.

Bleakly Advisory Group is serving as consultant to the Board for this process

The Selection Committee will include Chairman Ben Porter, Finance Committee Chairman Bob Krueger, Executive Director Bill Donohue, and Project Manager Jim Broadwell.

It is the responsibility of the Selection Committee, with the assistance of Bleakly Advisory group and the Authority staff, to evaluate all of the proposals in detail, interview the top firms and bring a final recommendation to the Board for its consideration.

Selection Committee deliberations and scoring are confidential and may not be attended by any outside parties, including Bleakly Advisory Group and other board members. As

with the jury in a trial, this requirement is to preserve the integrity of the deliberations from outside influence.

The Selection Committee will conduct meetings to receive the recommendation of Bleakly Advisory Group and to interview individual proposers. Board members will be advised of these meetings, and two board members (on a rotation basis) may attend the Selection Committee interview meetings. Out of an abundance of caution and to avoid the appearance of impropriety, no more than two Board members (making the total number in such sessions less than the statutory quorum of five) may be in attendance at any one time. The role of board members not on the selection committee must be strictly one of observation, and they may not direct questions either to the committee, the consultant or the proposers. Should a board member have a question they believe should be addressed, they may propose the question to the Selection Committee chairman for consideration.

The chairman of the Selection Committee will be responsible for having the names of those in attendance at each selection committee meeting, whether for deliberation, consultation, or interview, recorded.

Board members not on the Selection Committee are discouraged from taking notes on the proposal materials or during their observations, as such notes, if disclosed to either the selection committee, outside parties, or other proposers during the pendency of the selection process could destroy the impartiality of the selection process and invalidate the selection. If such notes are taken, they are personal to the Board member and must be kept sealed and apart from records of the Authority until after the Board determines the award.

The Selection Committee will be review the submittals and make recommendations of a shortlist of firms for interviews by August 28<sup>th</sup>, with interviews at the Authority offices on September 6<sup>th</sup>.

The short-listed firms will be asked to respond in writing to any portion of their proposals needing clarification. Their responses will be made available to all Board members for review at the JIA proposal review room.

On September 24<sup>th</sup> or the next regularly scheduled Board meeting, the Selection Committee will meet with the full Board to review the results of the interview process and their rationale for the recommendation of the top-ranked proposer for the Boards consideration and approval.