

Possible Review Process for Plummer-Motz and Lunt School Complex offers

Draft: October 12, 2011

November 29, 2011 = Deadline for submission of offers

	Option A - Initial Executive Sessions by Council	Option B – All or mostly Public Sessions by Council
November 29	Staff opens bids and compiles list of submissions with name of organization, proposed use, proposed property, and proposed scope for Council review.	Staff opens bids and compiles list of submissions with name of organization, proposed use, proposed property, proposed scope, and financial information for public review.
December 12	Council reviews, in executive session, all proposals and staff summary report including financial information. Council asks for any clarifying information.	Council reviews, in public session, all proposals and summary report. Council asks for any clarifying information. The Council could also choose to have an executive session to provide negotiation guidelines for staff to use in negotiations with proposal maker(s).
December 2011	Following Council feedback and possible negotiation guidelines, staff seeks additional information, agreements and/or clarification from proposal maker(s).	Following Council feedback and possible negotiation guidelines, staff seeks additional information, agreements and/or clarification from proposal maker(s).
January 9 or 23, 2012	Council reviews additional information in executive session and provides staff with further negotiation guidance. *The negotiation process could take more than one meeting.	Council reviews additional information in public session or executive session and provides staff with final negotiation guidance. At this stage, the Council could also consider meetings with proposal maker(s). *The negotiation process could take more than one meeting.
January 23	Extra meeting for negotiation process.	Extra meeting for negotiation process.
February 13 or 27th	Council makes all submissions public and continues review of preferred or shortlisted candidates in a public session. Council also schedules future public hearing for public comment prior to final Council decision.	Council continues review of preferred or shortlisted candidates in a public session. Council also schedules future public hearing for public comment prior to final Council decision..
February 27 or March 12 th	Public comment on the submissions. Council decision.	Council decision.
March, April, and May	Pre-closing work.	Pre-closing work.