



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Urcha Dunbar-Crespo, Acting Purchasing Officer *Urcha m Dunbar-Crespo*

**DATE:** December 9, 2014

**SUBJECT:** **No-Contact Violation Complaint, RFQS TVN0102: Walter E. Long Golf Course Development**

On December 4, 2014, the Purchasing Office received an email from Riggs Aleshire & Ray, Attorneys and Counselors representing Brian Rogers, notifying us of an alleged violation of the No-Contact Period for subject solicitation. After careful review, the Purchasing Office found that all communications were initiated and moderated by the Authorized Contact Person and we are satisfied that no violation occurred.

The Authorized Contact Person was the focal point for all contacts per the Ordinance and ensured a transparent exchange of information that did not disadvantage any respondent and that provided the City with essential information necessary to prepare a complex procurement for Council approval.

Purchasing reviewed all the information presented and noted that the emails were initiated by the Authorized Contract Person, addressed to them or copied to them. In addition, all emails questioned were made after the evaluation committee made a recommendation of the best-evaluated response and the Authorized Contact Person was involved in the necessary discussions to present a recommendation to Council. We also confirmed that the Authorized Contact Person was present at all public meetings.

Based on our review, all communications were consistent with the Anti-Lobbying Ordinance and no violation occurred.

**Xc:** Elaine Hart, Chief Financial Officer  
Greg Canally, Deputy Chief Financial Officer  
Yolanda Miller, Deputy Purchasing Officer