



INFORMAL STAFF REPORT

MEMORANDUM

To: Margie C. Rose, City Manager *MR*

Thru: Jay Ellington, Interim Assistant City Manager *(Signature)*

From: Stacie Talbert Anaya, Interim Director of Parks & Recreation *(Signature)*
From: Kim Baker, Assistant Director of Financial Services *KB*

Date: January 12, 2017

Subject: Al Kruse Tennis Center Tennis Professional Contract

Issue/Problem

It has been brought to staffs attention that an entity or individual who submitted a proposal for consideration of the Al Kruse Tennis Center Tennis Professional Contract has approach a councilmember (s) regarding the award.

Background & Findings

The Parks and Recreation Department, in conjunction with the Purchasing Department, issued a Request for Proposal (RFP) to identify a tennis professional or company to operate the Al Kruse Tennis Center on October 7, 2016 with a closing date of November 18, 2016 at 3:00 pm. Proposals have been reviewed and staff is currently preparing an agenda item to come before City Council for approval of the contract. The agenda item is scheduled to be on the January 31, 2017 City Council meeting for the first reading and February 14, 2017 City Council meeting for the second reading.

Section 3.13 of the RFP – Disqualification or Rejection of Proposals of the RFP specifically states that a proposer may be disqualified if they fail to adhere to generally accepted ethical and professional principles during the process. Section 3.27 – Proposer's Ethical Behavior further clarifies expectations of the proposers during the process and states that they may not attempt to lobby or influence a vote recommendation through contact with City Council members. By contacting a City Council member prior to introduction of the agenda item pertaining to the contract, any proposer is disqualified from consideration for the award of the contract.

Conclusion

Please refer any questions or concerns from proposers or other parties pertaining to this RFP process to Stacie Talbert Anaya, Interim Director of Parks and Recreation at staciet@cctexas.com or Kim Baker, Assistant Director of Finance – Purchasing.