

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

Invitation for Bid Review

Remote Teams Meeting

Tuesday, December 8, 2020 - 3:30pm

Members Present: Mike Manion, Sandy Booth, Hope Stockwell, Jasyn Harrington, Liz Bangerter, and Kirsten Wrzesinski

Members Excused: Penny Fassett, Gary Owen, Bill Crane

Contractor: Shelli Gwinn

SITSD Staff: Denise Adamson

DOA Staff: Belinda Adams

I. Greeting/Call to Order

- A. Mike Manion called the meeting to order at 3:33p.m.

II. Review Bid Proposals for Program Services

- A. Mike shared there are two proposals for SECGC program services for review, United Way and Montana Shares. United Way bid \$15,411.85, including travel costs, and Montana Shares bid \$14,400. It was unclear if Montana Share's bid included travel costs.
 1. Program services annual budget is \$15,000. The price listed on the bid is usually the price that is paid, even if the provider goes over its estimate. There are extenuating circumstances where exceptions may be granted.
 2. Jasyn asked why this bid looks different from previous RFPs she has reviewed. Mike explained this is an Invitation for Bid (IFB). When IFB is used, the lowest bid usually wins; however, past performance and other circumstances may be factored into the decision-making process.
 3. Sandy asked what is the contract term. Mike replied that this IFB is for a three-year initial term, although under state procurement statute it can go up to seven years.
- B. Mike said the Montana Shares bid was the lowest and asked if anyone had any concerns about it being able to perform.
 1. Hope supported choosing the Montana Shares bid, stating the Council's existing relationship with Bill Crane and Montana Shares has demonstrated they are reliable and can deliver on services. She expressed concern about recent consistency issues with the delivery of services under our current contract with United Way. Kirsten, Jasyn, and Sandy agreed.
 2. Mike will confirm with Montana Shares that its quote included travel costs.
- C. **MOTION:** Liz Bangerter moved to accept the program services bid from Montana Shares. Hope Stockwell seconded the motion. The motion passed unanimously.

III. Public Comment

- A. None

IV. Chair Comment

- A. Mike thanked United Way and Shelli Gwinn for the program services provided during this year's campaign, especially with the challenges that Covid-19 presented. Hope also expressed thanks to United Way and Shelli.

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- V. Adjourn
- B. **MOTION:** Sandy Booth moved to adjourn, and Jasyn Harrington seconded the motion. The motion passed unanimously.
 - C. The meeting was adjourned at 3:49 p.m.