

MEMORANDUM

DATE: November 18, 2010

TO: Business Advisory Committee

FROM: Jeremy Graves, Community Development Director

SUBJECT: Short Term Business Needs Study

Discussion

At the October 6th BAC meeting, the BAC directed staff to revise the scope of work for the Short Term Business Needs Study and forward it to Rajiv Parikh. Staff completed this directive. At the October 21st BAC meeting, staff notified the Committee that Mr. Parikh would not be submitting a revised proposal. Following discussion, the Committee requested staff to work with Mr. Parikh to obtain a revised proposal. Subsequently Mr. Parikh notified staff that he expected to be receive an offer of full-time employment and would not be submitting a revised proposal.

Prior to releasing the revised scope of work to additional consultants, staff thought there would be value in obtaining BAC review of the revised scope of work to ensure it accurately reflects desires of the BAC given the challenges of obtaining responsive bids for the scope of work. When the original scope of work was sent to six firms in June 2010 only two proposals were submitted and only Mr. Parikh's proposal was responsive to the scope of work.

Recommendation

Staff recommends the BAC take the following actions:

- Review the attached revised Scope of Work and make any appropriate modifications to ensure it accurately addresses the short term needs of the business community; and
- Provide direction to staff on the next steps for finalization and distribution of the scope of work.

Attachment: Short Term Business Needs Study – Scope of Work, revised October 7, 2010