

TO: Youth Council

Date: May 11, 2001

FROM: Planning and Quality Assurance Committee

For Action
 For Information
 Meeting Notes

SUBJECT: Request for Proposal, Asset Mapping & Gap Analysis

PROPOSED MOTION:

That the Youth Council agree to develop a Work Statement for a Request for Proposal to purchase an Asset Mapping & Gap Analysis. Further, that the Youth Council then recommend the WIB approve the issuance of the RFP.

DISCUSSION:

One of the major goals of the Youth Council is the identification of all County youth programs or available assets. A complete "asset mapping & gap analysis" is critical to the successful attainment of this goal. The Youth Council's Planning and Quality Assurance Committee has chosen the development and issuance of an RFP as the best way to acquire the needed information.

If approved, the Planning & QA Committee will develop the introduction, background information, scope of work and evaluation criteria for the RFP. The key to using a RFP vs. a Request For Quote is that the Youth Council will be able to appraise a myriad of self-developed evaluation criteria, rather than simply having to take the lowest bid from the RFQ.