

781—6.4(12) Selection of vendors of professional services.

6.4(1) *Preparation of request for proposal.* After consulting with the authority, the treasurer shall prepare or approve requests for proposal for all appropriate professional services.

6.4(2) *List of vendors.* The treasurer shall maintain a list of vendors of professional services who have requested to be notified of RFPs.

6.4(3) *Review of proposals.* The treasurer shall review all proposals submitted in response to an RFP. In evaluating the proposals submitted, the treasurer may consider any factors relevant to the vendor's qualifications to render the services in question including, but not limited to, proposed compensation and expenses, vendor's experience with similar issues, vendor's ability to provide the services of individuals with specific knowledge in the relevant subject matter, length of the proposed engagement and scheduling needs of the authority. Regardless of the number of proposals submitted, the treasurer may eliminate from further consideration any vendor who is, in the treasurer's opinion, unable to render the services specified in the RFP.

6.4(4) *Selection of vendor.* The treasurer shall review all information submitted by vendors and shall select a vendor to perform the services of the type requested in the RFP. In making this selection, the treasurer may consult with the authority and the treasurer shall employ the criteria set out in subrule 6.4(3).

6.4(5) *Compensation of vendor selected.* The treasurer shall fix the compensation of the vendor selected. The treasurer shall promptly advise the authority in writing of the vendor selected and the terms and conditions under which the vendor shall be employed. Upon receipt of notice of selection by the treasurer, the authority shall promptly employ the vendor subject to the terms and conditions specified by the treasurer. The vendor shall account to the authority for all expenses incurred and services rendered. The authority shall make appropriate payments directly to the vendor.