



Oregon Emergency Management Association

Special Executive Board Meeting March 10, 2004

Present:

Bert Kile	President
Les Miller	President Elect
Laureen Paulsen	Past President
Mary Davis	Secretary

President Bert Kile called the meeting to order at 2:45 p.m.

This special meeting of the Executive Board was called to discuss the bid process related to the two ICS training courses sponsored by OEMA.

BACKGROUND:

Initial member concerns centered around the Request for Proposal (RFP) process and an instructor hired by Krondor Consulting, the successful bidder for the ICS Planning Course scheduled for March 15-16, 2004 in Eugene.

Thursday, March 4, 2004 Les Miller and Mary Davis opened the three bids received for the ICS Planning course (President Kile out of state-Treasurer Hopkins recused herself). Each bid was reviewed for accuracy and content according to RFP. Krondor Consulting submitted all required material and was the successful low bidder. Les awarded the contract to Krondor Consulting via e-mail March 8, 2004.

The Board discussed the concerns received and agreed to the following procedure changes for future bid advertisements:

Bert will request the Finance Committee review the RFP process. The Committee will evaluate RFP processes from the State and other agencies and make a recommendation to the Board. Consideration will be given to who is authorized to open bids, what the criteria for instructors will be and who should develop criteria for RFP. Also make a recommendation as to what type of personal services contract should be developed for signature between the successful bidder and OEMA.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Mary Davis
Secretary



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