November 26, 2018

To: ACHD Commission
   Bruce Wong, Director

From: Maureen H. Gresham
       Commuteride Manager

Subject: ACHD Commuteride 2019 Promotional Items

Agenda Date: December 5, 2018

Facts & Findings
On November 9, 2018 ACHD opened informal Request for Proposals for the 2019 ACHD Commuteride Promotional Items. Given its estimated value, we processed this as an informal solicitation. As such, in accordance with Idaho Code 67-2806A, the Legal Notice and other RFP Documents were prepared and disseminated via e-mail to a list of four (4) known respondents on 11/09/18. Addendum One – Final was issued for this procurement on 11/15/18. We received one (1) informal proposal, which met our procurement process policies/guidelines and scored very well, as shown below.

<table>
<thead>
<tr>
<th>RESPONDENTS NAME</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>“In the Bag” Promotion</td>
<td>220</td>
</tr>
</tbody>
</table>

Please note that, given the number and variety of Promotional products, this procurement used a “Market Basket” approach to obtain Proposal Costs. The Market Basket was based upon a range of Promotional products commonly used by Commuteride.

Fiscal Implications
Anticipated costs should not exceed $20,000 which is what Commuteride budgeted for promotional materials.

Staff Recommendation
Staff recommends the ACHD Commission approve and authorize ACHD Staff to execute the Service Agreement with In the Bag Promotions up to $20,000.