

May 28, 2010

R. Wayne Johnson
P.O. Box 75162
Colorado Springs, CO 80970

El Paso County Procurement and Contracts Department
Eileen Gonzalez, Contracts Manager
27 East Vermijo Ave., 4th Floor
Colorado Springs, CO 80903

RE: Policy Studies, Inc., Professional Services Contract 06-004, Department of Human Services

Dear Ms. Gonzalez:

Pursuant to the Colorado Open Records Act, §24-72-201 et seq., will you please make available for inspection and copying the following public records pertaining to the contract awarded to the above vendor:

1. A copy of the notice published in the Shopper Press and posted elsewhere by the Department.
2. A copy of each bidder's list application form submitted by any vendor.
3. A copy of the bidder's list.
4. A copy of the record showing the mailing dates and vendor names of all IFB recipients.
5. A copy of the record showing the vendors that received addendums and referenced reports by mail.
6. A copy of the record showing the vendors in attendance at the pre-proposal conference.
7. A copy of each Statement of No Response to the RFP.
8. A copy of the record showing the receipt of sealed bids/RFPs by vendor name and date received.
9. A copy of the record showing late proposals by vendor name and date received.
10. A copy of the record showing rejections/disqualification by vendor name of any RFP, reason for rejection/disqualification, and date of rejection/disqualification.
11. A copy of the record showing the date and vendor name for any withdrawn RFP.
12. A copy of the record showing the date and name of any vendor submitting an alternate proposal.
13. A copy of all written protests prior to or during the IFB and/or RFP submittal phase.
14. The names and departments of the sitting Evaluation Committee members.
15. A copy of each proposal selection criteria record showing the points awarded in each category for each vendor's proposal.

16. A copy of the record showing the dates and names of vendors selected for interviews by the Evaluation Committee.
17. A copy of the record showing the dates and names of any vendor that participated in any scheduled negotiation conference before the Evaluation Committee.
18. A copy of the record showing the name of the Department Head supporting the contract recommendation of the Evaluation Committee prior to the presentation of the recommendation to the BOCC or in conjunction with the BOCC's public agenda meeting documented in the BOCC minutes.
19. A copy of the record showing any debriefing by unsuccessful bidders.
20. A copy of any written claim after the award by any unsuccessful bidder.

If these records are not in your custody or control, please notify me accordingly and state in detail to the best of your knowledge the reason for the absence of the records, their location, and what person or persons has custody or control of the records, as required by §24-72-203(2), C.R.S.

Please set a date and hour within three working days at which time the records will be available for inspection, pursuant to §24-72-203(3). My cell phone number is: (719) 640-2155.

If you deny access to any of the above public records, please provide a written statement of the grounds for the denial, citing the law or regulation under which access is denied, as required by §24-72-204(4).

Sincerely,

R. Wayne Johnson