

Procurement Activities

Step 1 – Selection Review Committee

Task 1.1: Establish Selection Review Committee

Before sending out the Request for Qualifications (RFQ), the City/County Manager/Mayor/Judge establishes a Selection Review Committee to determine the criteria to select and rate competing respondents.

- The committee **must** include at least two people, with no maximum number of members.
- The committee is advised to include at least one elected official, such as a member of the elected governing body.
- The committee may also include other elected officials; employees of the locality; employees or officers of third-party public utilities served through this project; or other relevant persons.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest.

Name	Title/Office/Position
1. <i>Tricia Jacks</i>	<i>Sabine County Treasurer</i>
2. <i>Malinda Bryan</i>	<i>Sabine County Auditor</i>
3. <i>Jimmy McDaniel</i>	<i>Sabine County Commissioner, Prct. #2</i>
4. <i>Charles Ellison</i>	<i>Sabine County Commissioner, Prct. #3</i>

Tricia Jacks
Committee Chair (Signature)