



**To:** The EDA and EDC Board of Directors  
**From:** The Office Furniture RFP Selection Committee  
**Date:** December 15, 2021  
**Re:** Recommendation for RFP Selection and Next Steps

The Furniture RFP Selection Committee, comprised of Jen Kobza, Debbie Dejarlais, Steve Arveschoug, Shanna Zier, Kevin Scharfe, Marcell Bruski, Tyler Price, and Becky Rogers has thoroughly evaluated the proposals received in response to the Request for Proposals for Office Furniture released on November 11, 2021.

The Committee reviewed proposals submitted by 360 Office Solutions and Peterson Quality Office and conducted an in-person visit to each location for a hands-on look and feel test of proposed products. Proposals were scored according to the following criteria:

- Ability to meet functionality goals
- Ability to match "look and feel" concepts
- Total Price
- Ability to hold pricing for 60 days
- Deliver/Storage/Install Schedule
- Warranty
- Experience with providing similar products for similar projects
- Points for Member Investor Status
- Points for being located in Yellowstone County
- On-site interview outcomes

After careful consideration, the Selection Committee is recommending the Board of Directors close the RFP and proceed with Peterson Quality Office as the selected vendor.

Immediate, additional work is needed to bring the proposed furniture package into alignment with the budget. As such, the Committee recommends moving forward with the selected vendor contingent on the ability to order a furniture package that delivers the vision of the project and aligns with budget.

The goal is to expedite the submission of the furniture package before the end of the year, so we will provide the updated outcome to the Board at the January meeting.