

EXHIBIT B

REQUEST FOR PROPOSAL PROCEDURE FOR PROFESSIONAL SERVICE CONTRACTS

1. The Agency prepares a request for proposals ("RFP") and specifications or a similar document.
2. All proposals received in response to the RFP shall be distributed to a selection committee consisting of members of the Agency and such other persons as the Chairman shall determine to be necessary.

The selection committee shall meet to review the proposals and, if determined necessary, conduct interviews of the proposers.

3. Proposers approved by the selection committee shall be forwarded by the selection committee with an award recommendation to the President or Chairperson
4. After receiving the Chairperson's approval, a congratulatory letter shall be sent by the President or Chairperson to the successful proposer.
5. The President or Chairperson may waive the RFP procedure in those instances where the President or Chairperson as the case may be, determines that a waiver is necessary in the public interest based on the circumstances including, but not limited to, financial, legal or public necessity grounds or a historical relationship that should be maintained in the interest of continuity. A written waiver shall be prepared by the President or Chairperson, as the case may be, or an authorized designee and shall state in writing the reasons for such waiver.
6. This policy does not apply to professional service firms retained by the Agency prior to the adoption of these Guidelines and Policies.