



## MEMO

**Date:** March 17, 2020  
**To:** File for A-05, Website/Online Citizen Participation  
**From:** Kahley Gilbert, Project-Grants Manager *KG*  
**Re:** Procurement Summary for Online Citizen Participation

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The City of Moore reached out to four different companies for an online citizen participation platform. This platform would be used to obtain adequate citizen participation for the CDBG and CDBG-DR programs.

The City followed 2 CFR 200.320(b), Methods of Procurement to be followed. It states, "Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources."

The City solicited quotes from the following companies:

- PlaceSpeak
- Granicus
- MindMixer
- Urban Ineteractive Studio

The City received three responses. Granicus submitted the lowest quote for the greatest amount of services. A contract was signed on September 15, 2014.