



5. **Document Requested:** June 2, 2010, "Appointments of Consultants" email from Vice President Sara Winchester to Dr. Richard Parrish

Explanation

The attached memo written by Vice President Sara Winchester on June 2, 2010 refuses to advance the internal recommendations to award several construction consultant contracts. These internal recommendations were developed at the conclusion of several public RFP processes. Vice President Winchester determined that the recommendations were inadequate and President Jon Larson agreed that the recommendations should not advance to the Board of Trustees.

Despite the fact that the recommendations were disapproved on June 2, 2010, Mr. Joseph Reilly identified these internal recommendations as problematic in his July 9, 2010, memo. Mr. Reilly ignores the fact that the recommendations were never presented to the Board of Trustees for approval and treats the recommendations as if they were official College actions even though they were denied prior to his date of hire.

As recommended in Vice President Winchester's June 2, 2010, memo, the RFP evaluation process has since been refined and documented. The RFP/RFQ Procedure is available on the Purchasing page of the College web site.

Ann Fenels

Subject: FW: Emalling: FW%20Appointment%20of%20Consultants

From: Sara Winchester
Sent: Wednesday, June 02, 2010 1:02 PM
To: Richard Parrish
Cc: Mark Bowcock; Ken Olsen; Karen Papakonstantinou
Subject: Appointment of Consultants

I have reviewed the documents regarding the appointment of the following consultants:
Construction Consultant
Architect Consultant
Construction Management Consultant
Construction Consultant

I do not think the documentation is adequate to support the recommendations. I think the files should contain a weighted evaluation form that is completed by more than one person. The documentation includes the spreadsheet completed by the buyer and an evaluation matrix based solely on price. The matrix should be based on all the evaluation criteria, not just price. In all cases the lowest respondent was not selected. Ken included a memo that articulates his reasons for selecting the recommended firm but it should also include an evaluation of all the respondents.

I spoke with Ken today and he knows I am not comfortable with these recommendations proceeding to the June Board. We can discuss when you return from vacation.

*Sara Winchester
Vice President of Finance
Ocean County College
College Drive
Toms River, NJ 08754
732-255-0400 ext. 2062*