



**Richard Conlin, President
Seattle City Council**

July 18, 2008

Wayne Barnett, Executive Director
Seattle Ethics and Elections Commission

Dear Wayne:

I am in the process of preparing a new Legislative Department Policy regarding procedures for awarding contracts, including guidance on the use of RFP's and interview panels, the use of sole-source contracting, contract management, and approval procedures for contracts.

I would appreciate any guidance that SEEC and your office can give as to the key elements that should be included or covered by these procedures. I am particularly interested in observations that you and the Commission may have as a result of the recent case.

My goal is to promulgate these procedures by the end of September at the latest, and I would appreciate receiving your thoughts within the next several weeks.

Thank you very much.

Richard Conlin