

Exhibit B

County Procurement Specialist

Project Description:

Provide procurement assistance to municipalities as follows:

- Assist in the development of bid specifications
- Provide professional opinion and research related to bid proposals
- Single point of contact for all related questions regarding bids
- Post all bids on the Empire State Purchasing Group web portal through BidNet
- Post all addenda and questions regarding bids
- Provide information as to the number downloads etc.
- Bid proposals would be opened by the municipality
- Provide assistance in reviewing the bid responses and the tabulation of results
- Municipality would make the award.
- Provide guidance and assistance during the RFP evaluation phase
- Provide the evaluation criteria spreadsheet for RFP's
- Act as a coordinator for the opportunity to conduct cooperative purchasing.
- Contact municipalities as to the availability to participate in County cooperative purchasing opportunities. This will provide increased savings for commodities and services due to bulk purchasing.
- Coordinate cooperative purchasing opportunities among the municipalities.
- Assist in research regarding the opportunity to piggyback off other municipal bids and RFP's providing administrative savings
- Provide advice and assistance as to the opportunity to purchase off State Contract.

**bids also refers to Request for Proposals & Quotes

Additionally, municipalities will be given the opportunity to participate in the County auctions at no cost to the municipality.

Project Cost is \$60 per Hour