

BELMONT, MASSACHUSETTS  
THERE WILL BE A PUBLIC MEETING OF

RECEIVED  
TOWN CLERK  
BELMONT, MA

DATE: October 31, 2022  
TIME: 10:08 AM

**Committee Name: Website Renewal Committee**

**Subcommittee Name if Applicable:** [Click here to enter text.](#)

**Date: Thursday, November 03, 2022**

**Time: 5:30 PM**

In keeping with Governor Baker's Executive Order of March 12, 2020; "Order Suspending Certain Provisions of the Open Meeting Law" - All Participation for Town Residents will be by Remote Access. If the audio becomes unavailable, the meeting will be paused until it can be restored, or the meeting will end.

*(Paste your Zoom License information here):* Topic: Website Renewal Committee Time: Nov 3, 2022 05:30 PM Eastern Time (US and Canada) Join Zoom Meeting

<https://us02web.zoom.us/j/89176186244?pwd=dTJlb1RtaURaTzIzWUJWZlNiOV2dz09> Meeting ID: 891 7618 6244

Passcode: 758696 One tap mobile +13092053325,,89176186244#,,,,\*758696# US

+13126266799,,89176186244#,,,,\*758696# US (Chicago)

AGENDA

*Enter text of agenda in outline form below (space will expand as info is typed):*

- 1.) Identify and elect co-chair for the Committee
- 2.) Should the Town issue the Scope of Service as an RFQ (lowest price selected) or an RFP(combination of price proposal and predetermined evaluation criteria)
- 3.) Review the timeline for the activities to release the RFQ/RFP
- 4.) If RFP is selected:
  - A. Discuss and vote on criteria that should be used when evaluating the responses to the RFP
  - B. For each criteria, determine the Highly Advantageous, Advantageous, Not Advantageous responses and assign points to each of the categories
  - C. Determine how the committee intends to review the responses to the RFP.
    - i. Subcommittee
    - ii. Designated Individual
    - iii. Full Committee
    - iv. Other
5. ) Recommendation to Select Board/Town Administrator - who wants to be involved

Next Meeting (Date & Time): Thursday, December 1, 2022 at 5:30pm