



## RESPONSE TO UNSOLICITED PROPOSALS

### POLICY STATEMENT

The purpose of this policy is to establish a framework for the City to respond to unsolicited proposals for use of City property, where such proposals have the likelihood of advancing the City's goals and operations. This policy ensures public transparency in a timely manner appropriate to public discussion of the merits, tradeoffs, and possible alternatives to the proposed use as part of the decision-making process.

### BACKGROUND


City staff occasionally receive unsolicited proposals for the use of City property. This policy and procedure is intended to address situations in which a private party (potentially a non-profit or for-profit organization) expresses an interest in making use of a City-owned property or facility in a manner that provides benefit to the Palo Alto community.


### PROCEDURES

1. Staff shall forward unsolicited proposals to their Department Director or designee(s) for review and consideration.
2. The Department Director shall have the discretion to forward unsolicited proposals to the City Manager for further review if the proposal appears to advance common goals in support of the City's strategy and operations.
3. The City Manager, or their designee(s), shall be authorized to hold initial discussions with a proposer to develop sufficient detail regarding the proposal and may seek modifications to improve its ability to advance common goals.
4. Through initial discussions, the City Manager shall strive to gather sufficient detail regarding the purpose of the proposal, a description of the project, the proposed terms, and any other relevant information to make an informed decision on whether a proposal is of interest to the City and whether it would produce operational, financial, or other advantage for the City to publicly solicit alternative proposals for the property at issue.

5. If the proposed terms are outside of the City Manager’s authority or if the proposal raises a policy issue, the City Manager will bring forward the information gathered to the City Council at the earliest practical opportunity.
6. For projects that exceed the City Manager’s authority, no commitment to proceeding with a proposal will be granted outside an open session of the City Council.
7. Should the City Council approve the proposal, the City Manager and appropriate staff will proceed with implementing actions consistent with City Council direction and applicable delegation of authority.

*NOTE: Questions and/or clarification of this policy should be directed to the Administrative Services Department*

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Director of Administrative Services

Approved:  DocuSigned by:  
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City Manager

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City Attorney

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Kiely Nose Kiely.Nose@CityofPaloAlto.org Director, Administrative Services/CFO City of Palo Alto Security Level: Email, Account Authentication (None)	<p>DocuSigned by: <i>Kiely S. Nose</i> 0513042E38B4409...</p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 73.162.77.140</p>	<p>Sent: 2/16/2022 1:54:43 PM Resent: 2/23/2022 11:18:04 AM Viewed: 2/23/2022 11:21:27 AM Signed: 2/23/2022 11:21:48 AM</p>

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Ed Shikada Ed.Shikada@CityofPaloAlto.org Ed Shikada, City Manager City of Palo Alto Security Level: Email, Account Authentication (None)	<p>DocuSigned by: <i>Ed Shikada</i> F2DCA19CCC8D4F9...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 199.33.32.254</p>	<p>Sent: 2/23/2022 2:03:48 PM Viewed: 2/24/2022 7:42:24 AM Signed: 2/24/2022 7:42:29 AM</p>
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<p>Josh Martinez  josh.martinez@cityofpaloalto.org  Administrative Associate III  City of Palo Alto  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	<p>Sent: 2/24/2022 7:42:30 AM  Resent: 2/24/2022 7:42:34 AM</p>

<p>Ingrid  ingrid.velasquez@cityofpaloalto.org  Administrative Assistant  City of Palo Alto  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	<p>Sent: 2/24/2022 7:42:31 AM  Viewed: 2/24/2022 8:01:47 AM</p>
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	2/24/2022 7:42:29 AM
Completed	Security Checked	2/24/2022 7:42:31 AM

Payment Events	Status	Timestamps
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