

Memorandum

To: Mayor and Council

From: Tom Baker, Town Administrator

Date: April 16, 2013

Re: RFQ for Marketing and Advertising Services

We have received two responses to our RFQ: Anne Stuckey and Bobbie VanMeter. I request Council appoint two representatives to work with me to select a preferred responder and develop a scope and budget to present to Council at the next meeting.

I have prepared two packets for the Council's representatives to review, which includes the RFQ and responses. We can schedule our subcommittee review at your convenience.