

## Mary Kistler

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**From:** Mary Kistler  
**Sent:** Tuesday, August 17, 2010 3:53 PM  
**To:**  
**Subject:** RE: Public Records Request  
**Attachments:** image001.jpg; image002.jpg

Good afternoon:

I apologize that I have been unable to respond sooner to your request for documents. I took the day off yesterday to decrease my compensatory time in accordance with Parish policy and have been quite busy today answering email and providing resolutions from Thursday to a number of agencies.

To my knowledge, the Council did not advertise for proposals or bids for website services. This is a professional service and, as such, does not require bid advertisement or RFPs.

Our office rarely receives a copy of correspondence not generated in this office. However, I will check our records for any correspondence that we might have on file regarding website selection. Councilman Thomas Watson recommended Vizado and, I believe, may have introduced representatives from that firm at a Finance Committee. Our office has extra copies of their proposal and you are welcome to pick one during office hours.

Since this is not an application for grant funds, there is no grading criteria; and, to my knowledge, neither the Council nor the Committee formulated a grading sheet.

To my knowledge, no Committee has been held for the purpose of specifically addressing website selection, and I was not aware that Councilman Watson intended to request a resolution to retain the services of Vizado at the meeting Thursday. Neither the Committee minutes nor the Council minutes are typed verbatim, so it is possible that website services may have been mentioned during a meeting. The only resolution that I am aware of was offered and adopted at the Council meeting Thursday. Those minutes have not been transcribed, but you are welcome to come to our office to listen to the audio of any meetings that may be of interest to you. If you would like to request a copy of specific audio, please let me know the meeting and the date and I will be happy to make a copy for you.

Our meeting minutes are public record and are available for your review at any time during office hours. We also have several files containing information on website services. You are welcome to come to our office to look through the files and we will be happy to make copies of any requested information.

Please let me know if I can be of any further assistance.



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