



Immaculate Conception Parish Council October Minutes

Meeting Date: Tuesday, November 4, 2014
Meeting Time: 7:15 PM
Meeting Location: Parish Hall

Member Name	Present	Absent	Position
Fr. Joe Esper	X		Pastor
Deacon Ken Nowicki	X		Evangelization Rep.
Nicole Tomaszynski	X		Council Member, Chairperson (Term 1, Year 3)
Pat McGrath	X		Council Member (Term 2, Year 3)
Kathleen Grimm	X		Council Member, VPC Rep. (Term 1, Year 2)
Lori Stefani	X		Council Member (Term 1, Year 2)
Bob Tharrett	X		Council Member, Vice-Chair (Term 1, Year 3)
Ted Stawiasz	X		Council Member (Term 1, Year 3)
Anni Adkins	X		Council Member (Term 1, Year 2)
Steve Boutorwick	X		Council Member (Term 1, Year 1)
Laura Somogy	X		Council Member, Education Rep. (Term 1, Year 1)
Mary Kot	X		Worship Representative
			Long Term Planning Rep.
JoAnn Augustine	X		Christian Service Rep.

Meeting opened with a prayer at 7:18 PM

Minutes of the September 2, 2014 meeting were approved with no corrections.

PASTOR'S REPORT:

- An announcement encouraging e-giving was made at all the Masses on the weekend of September 13-14; 21 new households signed up as a result. A total of 79 households used e-giving in the month of September, donating a total of \$7,961.
- As explained in the bulletin column, we'll be putting a new roof on the rectory sometime this month. There are no plans to replace the current building, so it's important to keep it in good repair. This project, approved by the Finance Council on September 22, will be paid for out of parish savings (with the total cost estimated to be somewhat less than \$10,000).
- A talk by Catholic author John Leary was given on Sunday September 28; about 70 people were in attendance.
- Our Faith Formation program began yesterday; this year we have 258 students registered in the program.
- A priest from Cross Catholic International Outreach will be speaking at all the Masses the weekend of October 18-19; he'll be covering for me while I'm at the Marian Conference up north.
- Our ChristLife series has resumed, with the third segment being "Sharing Christ." The program ends with a retreat on Saturday November 1 (with participants attending the 9am Mass); everyone taking part will be officially commissioned at the Masses that weekend.
- As part of the Year of Prayer for a New Pentecost, the Archdiocese will be holding a Synod on the New Evangelization in the fall of 2016. (This Synod is not to be confused with the one currently being held in

Rome and involving the Holy Father and various cardinals and bishops.) The Archdiocese will be contacting the people in each parish who had served on the prayer teams involved in the Changing Lives Together campaign, inviting them to once again coordinate prayer efforts for the Synod's success. A letter from Bishop Byrnes says, "a new synod could be an important next step by empowering the lay faithful for the apostolate of evangelization. Since then, we have recruited about fifty people, mostly lay faithful from every region and representing a wide range of ages, to envision and develop an initial plan for the Synod of 2016. We hope to make a formal announcement of the Synod in the spring of 2015."

FINANCE COUNCIL: - Fr. Joe reported

- There was much to talk about; formal approval of the new roof on the rectory, budget issues, and the possibility of moving the Finance Council meeting to Tuesday to avoid a conflict with one of the members.

COMMISSION REPORTS:

Worship Commission –Minutes provided – Mary Kot and Fr. Joe reported.

- All Saints and All Souls Day fall on Saturday and Sunday respectively. The Mass for the deceased of the past year will be held on Monday November 3rd.

Christian Service Commission – No minutes provided – no report.

The Christian Service Commission meeting will be tomorrow. Nothing to report at this time.

Long Term Planning – No minutes provided - no report.

Vicariate Pastoral Council (VPC) – No minutes provided - Kathleen Grimm reported.

- Election of officers.
- Parish Survey results reviewed.

Education Commission – Un-approved minutes provided – Laura Somogy Reporting.

Evangelization – Deacon Ken reported.

- Deacon Ken has contacted the AOD about resource material. He has also contacted several people who are participating in the ChristLife program and requested that they consider becoming part of our Evangelization Committee.

Changing Lives Together – No report.

Parish Festival – Fr. Joe reported.

- Fr. Joe would like to extend a formal thank you for all the hard work that went into the festival. Especially all the committee chairs and volunteers.
- The festival achieved a profit of \$42,934 – less than budgeted.

NEW BUSINESS: None

OLD BUSINESS:

- Last month the possibility of parish council members writing testimonials to be published in *The Spotlight*. We have already received one, hopefully more will come in.

OPEN FORUM:

- Parish Council Member Anni Adkins will be working the St. Vincent de Paul Telethon on December 4th between 6pm and 8pm. The Telethon will be broadcast on Chanel 7 locally.
- Parish Council Representative Mary Kot will be leaving for Medjugorje in Bosnia later this week. She is willing to bring any petitions from members to be placed by the statue.
- There will be a NFP class offered in Fenton MI on October 18th.
- Parish Council Member Nicole Tomaszynski discussed the possibility of starting a Mom's Group. More information will follow.
- The Little Way Ladies Society had their first meeting on September 29th. They will be working on the Trunk 'n Treat scheduled for October 31st.

Meeting closed with a prayer at 8:25 PM

Next Meeting: November 4, 2014 following the 6:30 PM Mass

Minutes Respectfully Submitted: Amy O'Gara, Recording Secretary

IMMACULATE CONCEPTION PARISH COUNCIL

CHRISTIAN SERVICE MEETING – OCTOBER 8, 2014

OPENED WITH OUR PRAYER

ATTENDANCE: TEN MEMBERS PRESENT

APPROVAL OF MINUTES FROM SEPTEMBER 2, 2014 MEETING – MOTION SHARON, SECOND KATHLEEN – APPROVED
MARY'S GARDEN – DAISY NEEDS HELP WITH FALL CLEAN-UP – NO ONE HAS STEPPED FORWARD TO TAKE OVER – WILL
ADVERTISE IN SPOTLIGHT

ROSARY MAKERS MET AFTER 10 AM MASS – HANDCRAFTERS MEET 1ST AND 3RD WED. AT NOON

FUNERAL LUNCHESES – THREE LUNCHESES HELD

COFFEE/DONUT SUNDAY – OCT. 12TH – 8TH GRADE WILL HAVE BAKE SALE FOR THEIR CLASS TRIP

RECEPTION FOR VICARIATE CLERGY WENT VERY WELL – HAD 20 CLERGY PRESENT

BLOOD DRIVE WAS HELD SUNDAY, SEPT. 28TH – RESULTS: GOAL WAS 41 PINTS – WE HAD 43 PRESENTING, 42 PINTS
COLLECTED, 3 PRESENTING DOUBLE REDS (6 PINTS COLLECTED), 4 DEFERRED – WE MADE 102.4% OF OUR
GOAL – GREAT RESULTS – RED CROSS VERY PLEASED

SACRED HEART REHAB - I WILL BE MEETING WITH MARLENE BROWN OF HOLY FAMILY ON FRIDAY TO GET
ADDITIONAL INFORMATION ON THE HYGIENE PACKETS (ITEMS SHOULD COME IN MID-LATE NOV.)

MCREST – ST. JOHN LUTHERAN IS ALTERNATING WITH ANOTHER CHURCH SO WE WERE NOT ASKED TO PROVIDE
ANY MEALS THIS YEAR – PERHAPS NEXT YEAR

RECEPTION FOR ALL SOUL'S DAY WILL BE HELD MONDAY, NOV. 3RD AFTER 7 PM MASS – WE WILL PROVIDE LIGHT
REFRESHMENTS - DAISY/LARRY, ELLEN WILL HELP

NEW BUSINESS:

STARS OF CHRISTMAS – JOYCE BYNUM REPORT – EVERYTHING GOING SMOOTHLY – ARTICLES WILL GO IN THE
SPOTLIGHT - TREE WILL GO UP WEEKEND OF NOV. 1ST

CHARITY POKER MAY BE BACK AND IN FACT IS – WE HAVE DATES OF NOV. 20TH -23RD THIS YEAR AND JAN. 8TH THRU
JAN. 11TH NEXT YEAR – ALWAYS LOOKING FOR VOLUNTEERS TO WORK THIS – CONTACT JOANN

TINA REPORT – SUE HULL AND TINA REPORTED ON MEETING AT AOD ON GRIEF COUNSELING, PARISH NURSE, ETC.

OUR K OF C DO NOT GET ENOUGH RECOGNITION FOR ALL THEY DO FOR OUR PARISH – WE DO APPRECIATE IT

NEXT MEETING TUESDAY, NOV. 11TH – NEXT COFFEE/DONUT SUNDAY – NOV. 16TH

Blue Water Vicariate Pastoral Council Meeting Notes

September 10, 2014

Attendance:

Cardinal Mooney – Mary Toupin
Holy Family – Karen Fournier
Holy Trinity – Jim King, Paula Downing,
Immaculate Conception – Ray Somogy,
Lucy Sebastian
Our Lady On the River – Mary Margaret
Tiano, Bobbi Ivan
St. Augustine –
St. Christopher – Bruce Patchel
St. Edward on the Lake
St. Mary, St. Clair – Tim Zobl, Kathy Stocki
St. Mary, Port Huron – Tony Paladino
St. Mary, QOC – George Moomaw

APC – Kym Nummer
Christian Service –
D R E –
Principal – Marianne Jennings (St. A's)
Youth Ministry – Theresa Barrons
(SMQOC)
AOD Facilitator - Deacon. Bill Kolarik
Vicar – Fr. Brian Cokonougher
Vicar Secretary – Catherine Wullaert
**AOD Regional Coordinator of
Evangelization** - Kathleen Lindemann

Visitors: Bill Blaul from Catholic Charities

Excused:

Meeting started at 7:06 PM

Opened with prayer

Introduction of Vicar:

Fr. Brian Cokonougher, pastor Holy Trinity

Went around and did introduction of those who are here for the Council meeting

Assigned:

Chairperson: Tony Paladino

Co-Chair: Kathy Somogy

Presenter:

Bill Blaul of Catholic Charities

- Catholic Social Services has made changes and has become Catholic Social Services
 - In the past there were 5 separate agencies.
 - 4 of the agencies have collaborated and built Catholic Charities
 - Wayne County did not join but they offer services to the community
- Archbishop worked with them to create one organization stream lining the services, assisting with staffing and assisting with direction
- Catholic Charities are now
 - Working on getting the information to the pastors and the communities, sharing the service information and the changes
 - There are 11 locations & services
 - Services offered

Blue Water Vicariate Pastoral Council Meeting Notes

September 10, 2014

- Forster care and adoption
- Behavioral Health
- Senior Services
- Hispanic Outreach Service
- Immigration & Refugee Resettlement
 - Helped 831 immigrants last year
- Project Hope
 - Offering resources and help for expectant Mothers
 - Offering counseling
- Aim of Catholic Charities is not to duplicate services that are offered in an area
- Conclude: Catholic Charities is funded
 - by contracts and grants
 - by fees for services
 - by fundraising events
 - There will be a special collection throughout the Archdiocese of Detroit on Nov. 22 & 23

Together and Faith

Goals and Objective Completion

Christian Service: completed

Catholic Schools – need to complete

Evangelization – completed

Lay Leadership – completed

Stewardship is completed

Vocations - need to be completed

Youth and Young Adult – need to be completed

Basic goals are for 1 year

Kym Nummer is going to forward information to the secretary so that information can be shared with the rest of the Council Members

APC

The meeting was covering the Catholic Charities

The next meeting is in October.

Christian Service – No one currently: Goals and objectives have been

Evangelization –

Oct. 22 Street Evangelization – speaker is going to be at Holy Family

Kathleen Lindenman - AOD Representative: -

Blue Water Vicariate Pastoral Council Meeting Notes

September 10, 2014

Digital Church Conference – sign up early; there are approximately 100 already signed up

Christ Life Seminar was well attended

Tony Paladino

- Healing Service: Unsure when the next Healing Service will be
 - Fr. Cokonougher will take this to the next BWV Clergy meeting
- Christ Life in the Vicariate is moving very well. It has been well received by all the parishes that have been offering it.

Called and Gifted: hosted by the BWV 2 years ago

Put on by the Senani Institute

It looks at the Chrisms that you have and how to use that.

There is a local workshop looking at being offered to assist with helping staff and lay to discovering their gifts. It is a 10 hour workshop

The Alpha is being ran, providing for those who are not Catholic. Christ Life is also being ran simultaneously.

Alpha offers different component that Christ Life doesn't.

It is important to look at your audience and decide which program to run.

Principle – new representative, Marianne Jennings

Vicariate requested that the Principal report the status of the health of the Catholic Schools in the Vicariate and upcoming events. They also request to bring to Vicariate anything that the Vicariate Council can assist them with.

2014-2015 Statistics handed out

Cardinal Mooney: Doing better. Talking about maintaining and strengthen Catholic identity.

DRE – no one present

Youth Ministry – new representative Theresa Barrons

- Youth Ministers are still meeting every month
- Couple of Vicariate events coming up
- Service project in November; going to Mt. Hope cemetery to do raking
- Hosting National Evangelization event for 7th – 12th grade
- Wind coming up in November 8th: hosting by BWV
- Speakers Mike Chamberlin and Mary Wilkerson
 - "BOLD Ministries" for Theology of the Body

Blue Water Vicariate Pastoral Council Meeting Notes

September 10, 2014

- January 22nd for Right to Life youth going to Washington
- Rainbow
- Called to Serve being offered

Information for the Vicariate events will be submitted upon its availability

Right to Life –

Joe Pavilo is going to be reached out to, inquiring if he would be the representative and if he would update the Council by submitting a report.

Jail Ministry – Deacon Tim Maxwell

Deacon Bill Kolarik

Why are you here at a Vicariate Council Meeting?

The purpose of a Vicariate Pastoral Council is to serve as a representative, collaborative and consultative body to the parishes, Catholic schools, institutions and agencies, in the ministries of education, service, worship, and stewardship relative to these key groups as they carry out the mission of the Church in the Archdiocese of Detroit, and to assist in ensuring the growth of the Catholic community in their respective geographical areas. This takes place through a process of discernment.

Provides assistances to the Vicar for the continuous monitoring, further development and, coordination of all Together in Faith Pastoral Planning, regarding the seven Pastoral Priorities of, Evangelization and Catechesis, Christian Service and Outreach, Youth and Young Adults, Lay Leadership, Stewardship and Administration, Catholic Schools, and Vocations.

Next month:

Please invite your Pastor, a member from the Financial Council and a member of your Parish Council to join you as we will review the results of the Parish Vicariate survey.

Recommend Parish Priest, a Parish Financial Council Member, a Parish Council Member and the BW Vicariate council member.

Please bring with you your parish results report. These can be located on the aod.org

OPEN FORUM-

Meeting Date	Hospitality
November 12, 2014	Holy Family (Covered by BW Vicariate)
December 10, 2014	No meeting
January 14, 2015	Immaculate Conception
February 11, 2015	St. Mary – Port Huron
March 11, 2015	Holy Trinity
April 8, 2015	On Lady on the River
May 13, 2015	St. Christopher
June 10, 2015	St. Mary St. Clair

Blue Water Vicariate Pastoral Council Meeting Notes

September 10, 2014

October 20th - Caroline Goulding – violinist @ St. Mary St. Clair \$15 / person \$20 per family
Sunday, Oct. 12th Chicken dinner @ Holy Trinity. Drive through will be available.

Next Meeting:

November 12th

At Holy Family

Hospitality: Bluewater Vicariate (Holy Family)

Meeting closed with prayer at 8:58 pm

Reports Submitted:

APC Meeting Report
Submitted by Kym Nummer
Meeting Date June 17th 2014

The Archbishop opened his remarks with gratitude to the fullness of the Cathedral for the rite of accepting those who wish to join the Catholic Church this past weekend.

Catholic Social Charities: Jason Shanks: Director of Catholic Charities reported:

Seven Areas of Service:

- Adoption-currently 30 children available
- Foster Care-60 children currently places
Looking for one more foster parent per parish
- 25 Semi-Independent adults placed in homes
- Behavioral health
- Senior Citizen Day Care
- Immigration
- Project Hope-helped 73 woman continue pregnancies

They work with St. Vincent De Paul, homeless collaborations, would like a relationship with all Parishes

The Ach-Bishop asked that we all keep Catholic Charities in mind and think how can it be used
1st in the Diocese Parishes as Corporal Works of Mercy

2nd as part of the New Evangelization-give witness

3rd new ideas to bring forward

Each county will have an Advisory Board that will meet quarterly

Volunteer page and Catholic Charities website should be up and running soon

November there will be an appeal made to all Parishes to help Catholic Charities

Survey of the Faithfull:



Immaculate Conception Catholic Church

Bid Process Procedures

Purpose

The purpose of the "Bid Process Procedures" is to ensure that Immaculate Conception is receiving the best possible quality and price for any good or service. Each employee, committee, council or chairperson (the "IC representative") must receive a bid from an individual or company ("Bidder") that will provide the best value for goods or services used for Immaculate Conception Catholic Church events, ensuring church funds are spent responsibly. "Best value" should be determined by price, quality of product or service, materials, equipment, and workmanship. These factors should be specified in invitation for bid documents and advertisements.

All fundraising events can obtain an approved bid that may remain in effect for two years unless there is an increase in the price of the item over the prior year. However, if the event has not met its approved budget, then new bids are required for the following year.

Please note that *volunteer* labor and services are exempt from the bidding process because there will be no monetary compensation exchanged for that service.

Bid Process Levels

- A purchase of \$100 to \$200 must have an "informal" bid
- A purchase \$200.01 to \$1,000 must have a "informal" bid and must be approved by the committee/commission involved
- A purchase of \$1,001 to \$5,000 must have a "informal" bid and must be approved by the Finance Council Chair or Business Manager
- A purchase of \$5,000.01 to \$25,000 must have a sealed "formal" bid and must be approved by the Finance Council in accordance with the AOD requirements
- A purchase of \$25,000.01 and over must have a sealed "formal" bid, approved by the Finance Council and must be sent to the Archdiocese of Detroit

Steps for Informal Bids (under \$5,000.00)

1. The IC representative must provide a spreadsheet for each item to be purchased clearly showing the details of each good or service.
2. The IC representative may solicit bids by contacting at least three potential Bidders in person, via phone, email or combination of these methods.
3. **If the purchase is less than \$200**, the IC representative will choose the lowest bidder based on the information gathered. If for some reason the IC representative does not

choose the lowest bidder, then the IC representative must indicate in writing why the lowest bidder was not chosen and two members of the appropriate committee must also approve this decision. If the purchase is between \$200.01 and \$1,000, the IC representative along with two other members or the appropriate committee, commission ("evaluators") evaluate the bids to determine which Bidder will provide the best value and will meet the requirements of providing the good or service. The evaluation process must ensure no conflict of interest (i.e. if an evaluator is one of the Bidders or is directly related to someone who has submitted a bid, they cannot participate in the evaluation process.) The "evaluators" do not necessarily accept the lowest bid, but a reasonable justification for the decision not to should be recorded in writing. If the purchase is between \$1,001 and \$5,000, either Father, or the Finance Council Chairperson and the Business Manager must approve.

4. The IC representative contacts the Bidder to inform them that Immaculate Conception will be using their goods or services.
5. For audit purposes, the Immaculate Conception Parish Office will keep records of Steps 1 — 4 above. These records will include the check request as well as the bid form and any correspondence relating to the bid.

Note: In the event that there are not three qualified bidders, the IC representative should indicate on the spreadsheet why the three-bid requirement was not followed. It should document the IC representatives attempt to solicit three bids or other issues (i.e. only one Bidder in the state provides a specialty item.)

How to Document an Informal Bid

A system of documenting the bid process is required. The IC representative must maintain the permanent bid documentation and it should include the following information for each informal bid submitted:

- Name of the Bidder
- Name of the individual to contact regarding the bid
- Specific information regarding the good or service up for bid (i.e. the manufacturer and model number of equipment)
- The price for the good or service
- The payment terms
- The promised delivery date
- The duration of the bid (how long it is valid for)

Note: A standard form is provided to maintain consistency and ease of record keeping in Schedule A.

Steps for Formal Bids (over \$5,000)

1. To ensure that Bidders understand the requirements of the good or service needed, the IC representative must provide each Bidder with the same "Request for Proposal" describing the exact details of what the bid is for and each Bidder must have the same amount of time to bid the good or service.
2. The IC representative may solicit bids by contacting at least three potential Bidders in person, via phone, email or combination of these methods.
3. In addition to the exact specific information needed to complete the job, the "Request for Proposal", must include, but is not limited to the following:
 - a. Contact Persons (for commercial and technical questions)
 - b. Commercial License Information (i.e. builders license, trade license, permits, etc)
 - c. Part Numbers and Detailed Description
 - d. Quantities being purchase to complete job
 - e. Quality Demands (including warranty period)
 - f. Delivery Address
 - g. Delivery Terms
 - h. Penalty for failure to deliver within the terms provided
 - i. Payment Terms
 - j. Binding period of the bid
 - k. Other Terms that are necessary (i.e. purchase agreement, contract, etc)
4. The IC representative along with two other members or the appropriate committee, commission ("evaluators") evaluate the bids to determine which Bidder will provide the best value and will meet the requirements of providing the good or service. The evaluation process must ensure no conflict of interest (i.e. if an evaluator is one of the Bidders or is directly related to someone who has submitted a bid, they cannot participate in the evaluation process.) The "evaluators" do not necessarily accept the lowest bid, but a reasonable justification for the decision not to should be recorded in writing.
5. The IC representative contacts the Bidder to inform them that Immaculate Conception will be using their goods or services.
6. For audit purposes, the Immaculate Conception Parish Office will keep records of Steps 1 — 5 above. These records will include the check request as well as the bid form and any correspondence relating to the bid.

Note: In the event that there are not three qualified bidders, the IC representative may request a request a waiver of the three-bid requirement. To request a waiver, the IC representative must send a written request to the Finance Council to explain why a waiver is required. The waiver request should document the IC representatives attempt to solicit three bids or other issues (i.e. only one Bidder in the state provides a specialty item.)

Steps for Sealed Formal Bids (over \$10,000)

1. To ensure that Bidders understand the requirements of the good or service needed, the IC representative must provide each Bidder with the same "Request for Proposal" describing the exact details of what the bid is for and each Bidder must have the same amount of time to bid the good or service.
2. The IC representative may solicit bids by contacting at least three potential Bidders in person, via phone, email or combination of these methods.
3. In addition to the exact specific information needed to complete the job, the "Request for Proposal", must include, but is not limited to the following:
 - Contact Persons (for commercial and technical questions)
 - Commercial License Information (i.e. builders license, trade license, permits, etc)
 - Part Numbers and Detailed Description
 - Quantities being purchase to complete job
 - Quality Demands (including warranty period)
 - Delivery Address
 - Delivery Terms
 - Penalty for failure to deliver within the terms provided
 - Payment Terms
 - Binding period of the bid
 - Other Terms that are necessary (i.e. purchase agreement, contract, etc)
4. Bids must be returned to the Parish Office and placed in the Finance Council mailbox. When bids are received, each one must be time-stamped and dated upon receipt. The Bids must remain sealed until the designated opening time (as specified in the advertisement and written invitation for bid.) Unsealed bids or bids received after the designated time and date of bid opening are not accepted. Each bid is opened with all members of the Finance Council present and recorded. The following information is read aloud for each bid:
 - Name of Bidder
 - Price
 - Good or Service offered
 - Payment terms
 - Expected completion or delivery date
 - Penalty for not meeting the delivery date
 - Warranty and proper licensing information
5. The Finance Council ("evaluators") evaluate the bids to determine which Bidder will provide the best value and will meet the requirements of providing the good or service. The evaluation process must ensure no conflict of interest (i.e. if an evaluator is one of the Bidders or is directly related to someone who has submitted a bid, they cannot participate in the evaluation process.) After opening all bids, each one must be evaluated using the criteria established by the Finance Council. Normal policy is that bids shall be awarded to the lowest price responsible Bidder who submits an acceptable

bid (i.e. all bid criteria is met.) The “evaluators” may accept a bid that is not the lowest bid, but a reasonable justification for the decision not to should be recorded in writing. The Finance Council has an obligation to take certain steps which protect the integrity of the bid process. Part of this obligation requires that the Finance Council reject bids that: do not meet bid requirements, are submitted unsealed, or are for goods or services that not meet the bid specifications.

6. The evaluators contact the IC representative to notify them as to who will be awarded the bid and why.
7. The IC representative contacts the Bidder to inform them that Immaculate Conception will be using their goods or services.
8. For audit purposes, the Immaculate Conception Parish Office will keep records of Steps 1 — 7 above. These records will include the check request as well as the bid form and any correspondence relating to the bid.

Note: In the event that there are not three qualified bidders, the IC representative may request a request a waiver of the three-bid requirement. To request a waiver, the IC representative must send a written request to the Finance Council to explain why a waiver is required. The waiver request should document the IC representatives attempt to solicit three bids or other issues (i.e. only one Bidder in the state provides a specialty item.)

Finance Council Criteria for Evaluation Process

Bid comparison is an analytical process that requires careful consideration. Each bid must be carefully reviewed to ensure that the Finance Council accepts the most advantageous bid for the good of the Immaculate Conception Catholic community. The Finance Council will:

- Determine the Lowest Bidder’s Responsiveness and Responsibility - Determine if the bidder responded to all of the terms and conditions of the advertisement or written invitation for bid. This is known as bidder responsiveness. Any deviation from the terms and conditions set forth indicates a non-responsive bidder and the bid may not be considered.
- Establish the Lowest Bidder’s Price - To establish the true lowest bidder price, follow these steps:
 - Step 1 Compare prices.
 - Step 2 Check for mathematical or clerical errors.
 - Step 3 Calculate prompt-payment discount offers (if applicable).
 - Step 4 Determine any additional shipping costs or other hidden costs.

Once the evaluation process is complete the Finance Council will notify the IC representative of who the bid will be awarded to and why.

Informal Bid Form



Date of Check Request:						<div style="text-align: center;"> </div>	
Name of Event Good/Service for:							
Details of Item Needed:							
Purpose:							
IC Representative:						Bid # Chosen:	
Payment Terms:						Final Quantity:	
Approval Signature *						Final Total:	
<small>*If purchase is between \$200.01 & \$1000.00- there must be three individuals to approve bid</small>							
#	Quantity	Company Name/Address	Contact Name & Number	Details of Pricing	Unit Price**	Total	
1)							
2)							
3)							
4)							
<small>**Note: unit price must include all shipping costs, delivery costs, etc</small>							
Additional Comments (if the lowest bid is not chosen, then an additional comment is required)							