



Notice and Report of an Informal Contract

Pursuant to the MICRC Procurement Review Procedures and Guidelines (“Policy”), adopted February 25, 2021, an informal contract, defined as \$4,999.99 and below, was procured on July 29, 2021. This memorandum serves as the written notice of this action and provides the required report to the Michigan Independent Citizens Redistricting Commission (MICRC).

On July 29, 2021, the Executive Director authorized procurement of Audio/Visual services in the amount of \$4,382.30 for the Commission meetings held on July 29-30, 2021 at Cadillac Place, Detroit, Michigan. The venue did not have adequate audio-visual to enable live streaming, including two-way communication, remote participation, and other audio-visual services, and provide meaningful participation by the public.

The contractor, Encore, was selected because contracts had been negotiated for A/V services previously for public hearings and was a known entity. There are no known conflicts of interest with this vendor. Based on staff negotiation, the vendor was able to provide a discount to the MICRC for A/V services at event spaces that lack such services.

Lastly, I am submitting the procurement invoice to the MICRC with this memorandum and within two (2) weeks of the date of the procurement, which was initiated July 29, 2021. This item may be formally received and filed by the MICRC and included in the public record.

Respectfully Submitted by,

Suann D. Hammersmith

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Executive Director