

Summary Meeting Minutes
RFP No. A2114901P1, Independent Quality Assurance and Quality
Improvement Services (QA/QI Services)
Final Evaluation Meeting

Date: February 15, 2018 – 1:00pm

Location: Governmental Center Building, 115 S Andrews Avenue, Room GC 430,
Fort Lauderdale, FL 33301

Committee Members Present:

Karen Walbridge, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department (Chair and Non-Voting Member)
Gerard Boucaud, Audit Manager, Office of the County Auditor (Non-Voting Member)
Keith Wolf, Information Systems Administrator, Enterprise Technology Services Division, Finance and Administrative Services Department
Michael Nairn, E911 Communications Administrator, Office of Regional Communications and Technology
Angela Mize, Assistant Director, Regional Communications Division, Broward Sheriff's Office (Outside Committee Member)

Staff Attendees:

Todd McDaniel, Project Manager
Neil Sharma, County Attorney's Office
Lori Fortenberry, Finance and Administrative Services Department
Tim Crowley, Risk Management

The meeting was called to order and announcements were made by the Chair.

The Purchasing Division representative introduced County Staff, made some introductory comments about the solicitation and noted that the meeting has been publicly noticed.

The Chair stated that a Quorum Present and named the Committee members.

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the Purpose of the Meeting.

The Chair stated that a sign-in sheet is being circulated and to be sure that everyone signs in. The Chair also requested that any non-Broward County employees on the Conference Call introduce themselves.

The Chair stated that the cone of silence for this project has been in effect since October 3, 2017, for County Staff and upon the first meeting of the Evaluation Committee for

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County Commissioners and their staff; and all inquiries should be directed to the Project Manager or the Director of Purchasing.

The Chair stated that in accordance with Broward County Procurement Code all Committee Members shall be free of conflicts of interest.

The Chair then stated that the Initial Evaluation Meeting Minutes have been distributed to the Evaluation Committee members. The Chair asked if a motion would be made to approve the Initial Evaluation Meeting minutes. The motion was made and passed.

The Purchasing representative reported exceptions to the County's standard terms and conditions of the lone responsive and responsible proposer, Replay Systems, Inc.; and stated that representatives from the County Attorney's Office and County staff are here to discuss the exceptions and answer any questions.

The Chair announced that Replay Systems, Inc. would have 20 minutes to make their presentation and followed by questions.

The Chair stated that the 20 minutes time allowed for the firm's presentations would be strictly adhered to and that the Purchasing representative would keep time and notify the presenter when both 5 and 2 minutes time remained. After the presentation, the Evaluation Committee members asked various questions of the presenter for clarifications and/or explanations regarding their presentation **(Refer to the meeting's audio recording for further detail)**.

The Chair provided two options for the Committee and asked for a motion to approve and rank the firm by voice vote and to instruct the Purchasing Division to submit the recommendation of ranking to the Board of County Commissioners for approval; or, reject the single proposer and recommend re-solicitation of the RFP. Motion was made and passed unanimously to approve the single proposer.

The Chair stated the recommendation will be posted for three days as a "proposed recommendation of ranking" and following this three-day period, if no objections to the proposed ranking have been received in writing by the Director of Purchasing, a final recommendation of ranking will be posted and presented to the Board for approval; and information and documents reviewed by Evaluation Committee members as part of the evaluation process are posted for general review on the Purchasing Division website.

The Chair stated the estimated time the final agreement will come to the Board for approval and execution is within 45 days from the final approval of the ranking.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting.