

**SUMMARY MEETING MINUTES
FINAL EVALUATION COMMITTEE MEETING**

RFP No. PNC2116439P1, Job Order Contract (JOC) Program Consultant

Wednesday, May 30, 2018 at 2:30 PM

**Governmental Center Building, 115 S. Andrews Avenue, Room GC430,
Fort Lauderdale, FL 33301**

The Chair called to order the Final Evaluation Committee meeting for RFP No. PNC2116439P1 for Job Order Contract (JOC) Program Consultant at 2:31 P.M. on Wednesday, May 30, 2018. The meeting was located in Room GC430 of the Governmental Center Building, 115 S. Andrews Avenue in Fort Lauderdale, Florida.

The Chair announced her name, Carolyn Messersmith, Purchasing Agent, Senior, the non-voting Committee Chair, and requested that all cell phones have been turned off or silenced. The Chair then called on the Purchasing Division to make introductory remarks about the project.

The Purchasing Division representative announced her name, Danea Cohen-Ebanks, and then introduced County Staff present:

- Candace Jensen, Contract Grants Administrator, Senior, Facilities Management Division
- Aixa Seabrook, Contract Grants Administrator, Facilities Management Division
- Fernando Amuchastegui - County Attorney's Office
- Neil Sharma - County Attorney's Office
- Don Ellis, Construction Project Manager, Port Everglades Department
- Ian Harvey, Construction Project Manager, Facilities Management Division
- Richard Meyers, Solid Waste and Recycling Program Manager, Solid Waste and Recycling Division

The Purchasing Division representative stated the Request for Proposals (RFP) No. PNC2116439P1 for Order Contract (JOC) Program Consultant, was approved by the Board of County Commissioners on Tuesday, March 20, 2018, Agenda Item 65. At the time of the RFP advertising deadline, 5:00 PM Wednesday, April 11, 2018, there was one (1) submittal. An Initial Evaluation meeting was held on Tuesday, May 8, 2018. The single proposer, The Gordian Group, Inc., was determined to be both Responsive and Responsible to the requirements of the RFP and has advanced to Final Evaluation for a voice vote and ranked. This Final Evaluation Meeting has been publicly noticed.

The Chair then announced there was a quorum, including:

- Trevor Fisher, Enterprise Director of Capital Projects, Aviation Department
- Alan Garcia, Director, Water and Wastewater Services, Public Works Department
- Ian Mitchell, Expansion Project Administrator, Facilities Management Division, Public Works Department

The Chair then announced the responsibility of the Evaluation Committee to review the vendors' submittals to ensure they are in compliance with the solicitation requirements and evaluate the submittals in order to make a recommendation to the County Commission to award a contract. Each Evaluation Committee member was recommended by the Director of Purchasing and appointed by the County Administrator to serve on this panel. The Evaluation Committee consists of staff members chosen for their breadth of experience, excellent judgment, and general interest in the subject matter. The Committee's final recommendation represents a collective judgment drawn from a wide range of insightful and discerning perspectives.

The Chair stated her responsibility was to maintain order at the meeting and that the Evaluation Committee members are charged with following the County's established Committee procedures in their effort to select vendors which provide the services required that are in the best interest of the County. At the discretion of the Board, the Evaluation Committee Members may be requested to substantiate their recommendation and discuss their review of the submittals.

The Chair stated the purpose of the meeting was to hear the vendor's presentation, rank, accept or reject the single proposer, The Gordian Group, Inc. who was previously found responsive and responsible.

A sign-in sheet was being circulated and it was requested that everyone here today signs in.

The Chair announced the Cone of Silence for this project has been in effect, for the Evaluation Committee, since March 23, 2018. The Cone of Silence remains in effect for all County Commissioners and staff as stated in the Cone of Silence Ordinance which provides that potential vendors and their representatives are substantially restricted from communicating regarding this RFP with any county commissioner or commissioner's staff, the county administrator, deputy and assistants to the county administrator and their respective support staff, or any person appointed by the county commission to evaluate or recommend selection in this RFP process. After the application of the Cone of Silence, ALL inquiries regarding this RFP should be directed to the Project Manager, Claudja Henry or the Director of Purchasing. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Chair announced then announced, that in accordance with Broward County Procurement Code Section 21.84.d, "All Committee members shall be free of conflicts of interest as provided by Part III, Chapter 112, Florida Statutes, as amended, and the Broward County Employee Code of Ethics, as amended. The appointing authority shall not appoint a person to a Committee whose service would create the appearance of a conflict of interest.

The minutes from the May 8, 2018 Initial Evaluation Meeting was distributed to all of the Evaluation Committee members. The Chair requested if there was any discussion and seeing none, requested a motion to approve the minutes. The motion was made by Ian Mitchell and seconded by Mr. Fisher; motion passed.

The Chair then called on Facilities Management Division (FMD) to provide a brief report on the demonstration of the software system proposed by The Gordian Group, Inc.

The FMD representative reviewed the previously provided demonstration fact finding report. The Chair then requested if there were any questions of the fact-finding committee or discussion of the report.

The Evaluation Committee then proceeded with questions. Mr. Mitchell asked of the Fact Finding Committee, regarding advertising projects to small businesses. Additionally, questions were asked by Mr. Mitchell and Mr. Fisher.

Mr. Sharma, requested a member of the Gordian Group answer Mr. Fisher's questions.

A recess was called at 2:42 PM to allow for a representative from Enterprise Technology Services to participate and answer questions from the EC members.

The Chair then reconvened the meeting at 3:08 p.m.

Daniel Canchon, Information Systems Supervisor, from Enterprise Technology Services joined the meeting via conference bridge to answer questions in relation to software security by EC member, Mr. Fisher.

Additionally, Oswaldo Casco, Small Business Development Specialist with the Office of Economic Small Business Development joined the meeting via conference bridge to answer a question regarding advertising projects to small businesses, raised by Mr. Fisher.

After considerable discussion and additional questions asked by the EC members of The Gordian Group and the Fact-Finding Committee the meeting moved forward.

The Chair then called on the Purchasing Division, County Attorney's Office and County Staff to review exceptions to the County's terms and conditions.

The Chair stated that at the Initial Evaluation Meeting, the RFP requires proposers to state whether they accept the County's Software as a Service Agreement, and the Services Level Agreement or, if they do not accept them, to define which contract provisions they cannot accept. The individual with the authority to bind the firm on contractual terms and conditions would be asked to speak for the firm.

The Chair stated that the single responsive and responsible firm, The Gordian Group, Inc. took exceptions to Terms and Conditions in the County's Software as a Service Agreement and Service Level Agreement. The RFP requested firms to review and identify any of the standard terms and conditions within these two agreements with which the firm cannot agree. The RFP indicated that a firm taking exceptions to the standard terms and conditions needed to specifically identify the exception.

The Chair stated the Evaluation Committee may ask questions from the proposer, specifically regarding the exceptions to the County's terms and conditions.

Neil Sharma from the County Attorney's Office reviewed all exceptions taken by the firm and stated they were negotiable, except for 4.1.2 was is non-negotiable, however this would be discussed and reviewed with the vendor during negotiations, and did not believe

this would be an issue. The exception may be able to be addressed at that time.

The Gordian Group, Inc. provided a 15-minute presentation followed by a question and answer period.

The Chair asked if the Evaluation Committee had any questions of the firm. Mr. Mitchell asked several questions of The Gordian Group.

The Chair stated that the Evaluation Committee discussed the project and information provided by the firm, The Gordian Group, Inc., and the Evaluation Committee may either accept the single proposer or consider the alternative to reject the firm and recommend staff resolicit the project. A Motion to Reject must be accompanied by a reason for that Motion. The Evaluation Committee can rank and accept the single proposer by a Voice Vote.

The Chair asked for a motion to Rank and Accept the single proposer or to Reject the firm?

A motion was made to Rank and Accept the single proposer by Mr. Fisher and seconded by Mr. Garcia, motion passed.

The Chair stated the Evaluation Committee's recommendation will be posted for three days as a "Proposed Recommendation of Ranking". 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. At the discretion of the Board, presentations to the Board of County Commissioners by the ranked firm may be required. Information and documents reviewed by Evaluation Committee members as part of the evaluation process are posted for general review on the Purchasing Division website located at the RFP/RLI Supporting Documents Repository.

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

With no additional business to discuss, the meeting was adjourned at 3:50 PM.