

1st ADVISORY COMMITTEE MEETING MINUTES
RFP16-0021 - Hosted Email & Collaboration Services

March 17, 2016 @ 3:00 pm
City Hall - 4th Floor Marlin Conference Room

COMMITTEE MEMBERS PRESENT:

- 1) Rosa Akhtarkhavari (Chair), Chief Information Officer
- 2) Marvin Smith, Info Security & Compliance Mgr
- 3) Matthew Broffman, Innovation Official
- 4) David H Gancarz, Systems Development Manager
- 5) James D Hunt, Deputy Public Works Director
- 6) Emily E Brown, Economic Development Coordinator III
- 7) Robert M Anzueto, Deputy Police Chief

PROCUREMENT REPRESENTATIVE:

- 1) Angela Thomas, Purchasing Agent III (Facilitator)

OTHERS PRESENT (CITY STAFF):

- 1) Roberto Lopez, Computer Operations Manager
- 2) Todd Berube, Strategy and Architecture Manager
- 3) Gavin S Sandiford, Applications Developer III
- 4) Dawn Chin Shue, W/MBE Office

Angela Thomas, Purchasing Agent III (Facilitator)

Meeting called to order at 3:04 pm

Facilitator presented an overview of City's policies and procedures as it pertains to the Request for Proposal, Public Records Act or Sunshine Laws. An overview of City's Public Input Procedures was discussed but there were no public at this meeting.

A motion to approve the City requirements for Public Input Procedures for this and all subsequent Committee Meeting for **RFP16-0021 - Hosted Email & Collaboration Services**. Motion made by Robert M Anzueto, Deputy Police Chief and seconded by James D Hunt, Deputy Public Works Director, all in favor and motion passed.

Proposals for this RFP were opened on **February 4, 2016**. Responsive proposals were received from the following firms:

1. Catapult Systems, LLC
2. Daston Corp.
3. Planet Technologies
4. Sada Systems
5. SHI International Corp.
6. Tempus Nova, Inc.

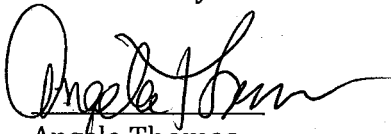
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Discussion of upcoming meetings and expectation of next meeting set for April 7, 2016 @ 9:00 am.

Motion was made to adjourn at 3:25 pm

These minutes are considered to be the official minutes of the RFP16-0021 - Hosted Email & Collaboration Services, Committee Meeting held on March 17, 2016, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Angela Thomas
Purchasing Agent III
Facilitator

Review and Accepted by:



Rosa Akhtarkhavari
Chief Information Officer
Committee Chair