



CITY OF ORLANDO

RFP16-0021 – Hosted Email and Collaboration Services

4th- RFP Advisory Committee Meeting Minutes

May 4, 2016 @ 9:30 am

Committee Members Present:

Rosa Akhtarkhavari (Chair), Chief Information Officer
Marvin Smith, Information Security and Compliance Manager
Matthew Broffman, Innovation Official
David Gancarz, Systems Development Manager
James Hunt, Deputy Public Works Director
Emily Brown, Economic Development Coordinator III
Robert Anzueto, Deputy Police Chief

Other City Personnel Present:

Tonja Voyles, Purchasing Agent III (Facilitator)
Todd Berube, Strategy and Architecture Manager
Gavin Sandiford, Applications Developer III
Roberto Lopez, Computer Operations Manager

Members of the Public Present:

None

Actions/Discussion/Motions:

The Facilitator took the following actions:

- 1) Introduced herself and asked all in attendance to introduce themselves.
- 2) Announced that the meeting was publicly posted for more than 48 hours in advance.
- 3) Facilitator reviewed Advisory Committee Rules.

Rosa Akhtarkhavari called the meeting to order at 9:30 am and took the following actions:

- 1) Advised that minutes for Committee Meeting #3 will be approved at Committee Meeting #5.
- 2) Turned the meeting over to the Facilitator for presentations.

The Facilitator informed all presenters that the meeting was being recorded and reviewed the presentation outline.

Presentations:

<u>Time</u>	<u>Company Name</u>
9:35 am - 11:05 am	SADA Systems
1:02 pm - 2:30 pm	Catapult Systems, LLC
3:06 pm – 4:00 pm	SHI International

PROCUREMENT AND CONTRACTS DIVISION

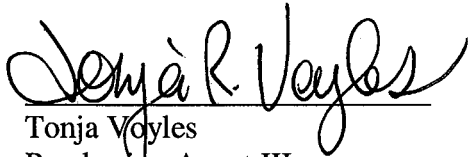
CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

The Facilitator reminded all presenters that discussion is not allowed past the meeting with anyone but Angela Thomas.

A motion was made by Robert Anzueto and seconded by Jim Hunt to adjourn the meeting at 4:00 pm. The motion carried unanimously.

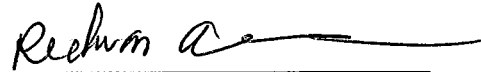
These minutes are considered to be the official minutes of the RFP16-0021 – Hosted Email & Collaboration Services, Committee Meeting held on May 4, 2016, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Tonja Voyles
Purchasing Agent III
Facilitator

Reviewed and Accepted by:



Rosa Akhtarkhvari
Chief Information Officer
Committee Chair

/trv