



# CITY OF ORLANDO

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May 17, 2016

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer  
FROM: Angela L. Thomas, Purchasing Agent III *ALT*  
SUBJECT: RFP16-0021, Hosted Email and Collaboration Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of May 5, 2016.

Approved:

A handwritten signature in black ink, appearing to read "David Billingsley", written over a horizontal line.

David Billingsley, CPSM, C.P.M.  
Chief Procurement Officer

### PROCUREMENT AND CONTRACTS DIVISION

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**Committee Members Present:**

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

**Other City Personnel Present:**

- 1) Angela L. Thomas, Purchasing Agent III (Facilitator)
- 2) Todd Berube, Strategy and Architecture Manager
- 3) Gavin Sandiford, Applications Developer III

**Members of the Public Present:**

- 1) Paul Hughs, Microsoft
- 2) Donna McIntyre, Google

**Angela Thomas, Purchasing Agent III (Facilitator)**

Facilitator presented an overview of City's policies and procedures as it pertains to the Request for Proposal, Public Records Act or Sunshine Laws.

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

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

**Presentations:**

<b><u>Time</u></b>	<b><u>Company Name</u></b>
9:09 am – 10:24 am	Daston Corp.
11:02 am - 2:30 pm	Planet Technologies
2:04 pm – 3:12 pm	Tempus Nova, Inc.

**Committee meeting resumed at 3:34 pm**

A motion to approve the minutes from the 3<sup>rd</sup> Committee Meeting held April 25, 2016. Motion made by Matthew Broffman, Innovation Official and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

Discussion of clarifying questions distributed during Committee Meeting on April 25, 2016.

**RFP16-0021 – Hosted Email and Collaboration Services**

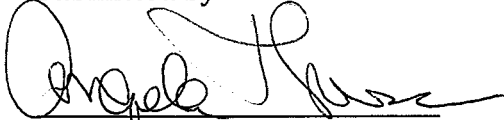
**5th- RFP Advisory Committee Meeting Minutes**

**May 5, 2016 @ 9:00 am**

A motion was made by Robert Anzueto, Deputy Police Chief and seconded by David H Gancarz, Systems Development Manager to adjourn the meeting at 4:42 pm. The motion carried unanimously.

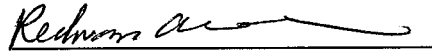
These minutes are considered to be the official minutes of the RFP16-0021 – Hosted Email & Collaboration Services, Committee Meeting held on May 5, 2016, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Angela L. Thomas  
Purchasing Agent III  
Facilitator

Reviewed and Accepted by:



Rosa Akhtarkhavari  
Chief Information Officer  
Committee Chair