



CITY OF ORLANDO

April 18, 2016

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Angela L. Thomas, Purchasing Agent III

SUBJECT: RFP16-0021, Hosted Email and Collaboration Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of April 7, 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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2nd ADVISORY COMMITTEE MEETING MINUTES
RFP16-0021 - Hosted Email & Collaboration Services
April 7, 2016 @ 9:00 am
City Hall - 4th Floor Tarpon 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) Todd Berube, Strategy and Architecture Manager
- 2) Gavin S Sandiford, Applications Developer III
- 3) Dawn Chin Shue, W/MBE Office

Angela Thomas, Purchasing Agent III (Facilitator)

Meeting called to order at 9:05 am

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 minutes from the 1st Committee Meeting held April 7, 2016. Motion made by Robert M Anzueto, Deputy Police Chief and seconded by Matthew Broffman, Innovation Official, all in favor and motion passed.

Dawn Chin Shue, M/WBE representative, gave the committee a recap of M/WBE participation and explained the form and responses to the Committee.

Discussions on the proposals for the following companies ensued:

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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A motion to submit clarification question to all the Proposers to be sent by Angela Thomas. Motion made by James D Hunt, Deputy Public Works Director and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

A motion to conduct reference checks to all submitted references to be conducted by Marvin Smith, Info Security & Compliance Mgr and Matthew Broffman, Innovation Official. Motion made by David H Gancarz, Systems Development Manager and seconded by Emily E Brown, Economic Development Coordinator III, all in favor and motion passed.

A motion to table a discussion about possible BAFO (Best and Final Offer) until the clarifying questions is analyzed. Motion made by Robert M Anzueto, Deputy Police Chief and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

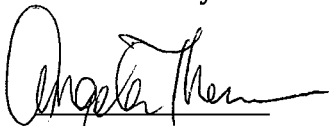
A motion to not conduct Dun and Bradstreet Reports. Motion made by Rosa Akhtarkhavari (Chair), Chief Information Officer and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

A motion to set times for all proposers to do presentations the week of May 2nd, 2016. Angela Thomas to set up the meetings with the Proposers. Motion made by Emily E Brown, Economic Development Coordinator III and seconded by Marvin Smith, Info Security & Compliance Mgr, all in favor and motion passed.

Motion was made to adjourn at **11:00 am** made by James D Hunt, Deputy Public Works Director and seconded by Robert M Anzueto, Deputy Police Chief, all in favor and motion passed.

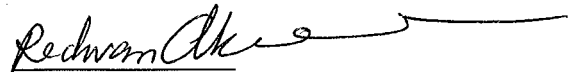
These minutes are considered to be the official minutes of the **RFP16-0021 - Hosted Email & Collaboration Services**, Committee Meeting held on **April 25, 2016**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Angela Thomas
Purchasing Agent III
Facilitator

Review and Accepted by:



Rosa Akhtarkhavari
Chief Information Officer
Committee Chair