



# CITY OF ORLANDO

---

May 2, 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 25, 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

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

**3rd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP16-011 - Hosted Email & Collaboration Services**  
**April 25, 2016 @ 14:00 pm**  
**City Hall - 5th Floor Megabyte 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) Roberto Lopez, Computer Operations Manager
- 4) Dawn Chin Shue, W/MBE Office

**PUBLIC PRESENT:**

- 1) Doug Head, 1415 W Robinson St, Orlando FL 32805

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

**Meeting called to order at 2:04 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.

A motion to approve the minutes from the 2<sup>nd</sup> Committee Meeting held April 7, 2016. Motion made by Matthew Broffman, Innovation Official and seconded by M David H Gancarz, Systems Development Manager, all in favor and motion passed.

Recess called at 2:10 pm for clarification question to the CPO reconvened at 2:19 pm.

Angela Thomas distributed copies of each proposer's response to the clarification questions. A motion to discuss the answers for each Proposer's clarification questions at the May 5, 2016 meeting after the all committee members have time to review. Motion made by David H Gancarz, Systems Development Manager and seconded by James D Hunt, Deputy Public Works Director, all in favor and motion passed.

**3rd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP16-0021 - Hosted Email & Collaboration Services**

**April 25, 2016 @ 14:00 pm**

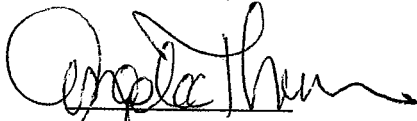
**City Hall - 5th Floor Megabyte Conference Room**

A motion to accept the references provided by Marvin Smith, Info Security & Compliance Mgr and Matthew Broffman, Innovation Official. Doug Head (Public) spoke and commented. Rosa Akhtarkhavari (Chair), Chief Information Officer stated to the committee to proceed from the guidelines set forth by Angela Thomas in this and previous meetings. 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.

Motion was made to adjourn at **2:43 pm** made by Matthew Broffman, Innovation Official and seconded by Robert M Anzueto, Deputy Police Chief, all in favor and motion passed.

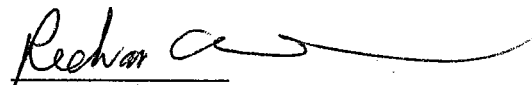
These minutes are considered to be the official minutes of the **RFP16-0021 - Hosted Email & Collaboration Services**, Committee Meeting held on **April 25, 2016**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Angela Thomas  
Purchasing Agent III  
Facilitator

Review and Accepted by:



Rosa Akhtarkhavari  
Chief Information Officer  
Committee Chair