



**1st ADVISORY COMMITTEE MEETING MINUTES
RFP15-0011 Economic Development Information System (EDIS)
December 9, 2014
City Hall – 2nd Floor, Agenda Conference Room
2:30 PM**

The Advisory Committee (Committee) for the above project convened on December 9, 2015, at 2:30 PM at the Agenda Conference Room, City Hall. The purpose of this meeting was to distribute the responsive proposals to the Committee and to have general discussions on the upcoming meeting.

COMMITTEE MEMBERS PRESENT:

1. Mike Rhodes – Code Enforcement Division Manager (Chair)
2. Lisa Henry – Streets and Stormwater Division Manager
3. Tim Johnson – Permitting Division Manager
4. Chris McCullion - Treasurer
5. Lillian Scott-Payne – Business Development Division Manager
6. Roger Selch - Dover Shores East HOA
7. Rich Wales - Deputy Fire Chief
8. Richard Levey - Levey Consulting
9. Tisa Mitchell - Fiscal Manager – Economic Development

COMMITTEE MEMBER ABSENT:

1. Redwan (Rosa) Akhtarkhavair - Chief Information Officer

PROCUREMENT REPRESENTATIVE:

1. Angela Thomas, Purchasing Agent III (Facilitator)
2. Teddi McCorkle, Senior Contract Administrator

OTHERS PRESENT (CITY STAFF):

1. Joe Szewczyk – Fire Prevention Inspector III, OFD
2. Brooke Bonnett – Director of Economic Development
3. Wendy Horency – Code Enforcement Manager
4. Sanjiv Gandhi - Technology Business Analyst

Actions/Discussion/Motions:

Ms. Thomas introduced herself and took the following actions:

1. Had all Committee Members and other City Staff to introduce themselves.
2. Asked all attendees to sign the sign-in sheet.
3. Indicated that all of present Committee Members Ethics Forms had been completed and received, that there was a quorum with 9 out of the 10 Committee Members present, and that this meeting had been duly posted at least 48 hours in advance.
4. Reviewed the rules and requirements of RFP Committee meetings.
5. Reviewed the Public Input Procedures.

Ms. Thomas asked the Committee if D & B reports were needed. The Committee determined that this subject would be tabled until such time they were able to review the proposals. In the event D & B reports were needed, Mr. McCullion offered to assess and prepare a report for the Committee.

Ms. Thomas indicated that this time she was still verifying the references and the Minimum Mandatory solicitation requirements. There were eight (8) proposals submitted in response to this solicitation. The firms will be announced and the proposals will be distributed after verifying responsiveness.

Ms. Bonnett thanked all the participants and expressed the overall goal of the project.

The MWBE discussion is tabled until after the responsible proposals are distributed to the Committee and the MWBE office.

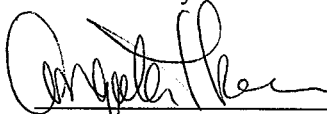
Ms. Thomas asked the Committee for any other discussion / motions. The Committee indicated none.

Ms. Thomas indicated that the next Committee meeting is scheduled for January 9, 2015 at 1:00 pm at City Hall and an invite will be sent out shortly.

The meeting adjourned at 3:38 pm.

These minutes are considered to be the official minutes of the RFP15-0011, 1st Committee Meeting held on December 9, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

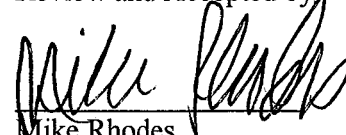
Submitted by:


Angela Thomas
Purchasing Agent III
(Facilitator)

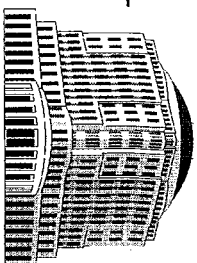
Reviewed by:


Teddi McCorkle
Senior Contract Administrator

Review and Accepted by:


Mike Rhodes
Division Manager
(Chair)

Procurement and Contracts Division



Location: City Hall at One City Commons, 400 South Orange Avenue, Agenda Conference Room, 2nd Floor, Orlando, Florida

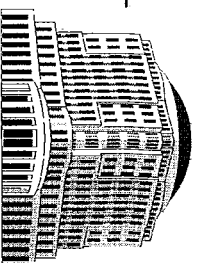
Title: ECONOMIC DEVELOPMENT INFORMATION SYSTEM (E.D.I.S)

	OFFICE ADDRESS	HOME ADDRESS	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing Agent III Theodora McCorkle, Contract Admin.	Angela.Thomas@cityoforlando.net <u>Theodora.McCorkle@cityoforlando.net</u>	(407) 246-3633 (407) 246-2332	(407) 246-2869
Orlando Fire Dept. 78 W. Central	Joseph Sewczyk	Joseph.Sewczyk@cityoforlando.net	321-438-8856	407-246-3158
Pure Storage East	Roger Secha	secharr@gmail.com	407-275-0360	N/A
PERMITTING SERVICES	TIMOTHY L. JOHNSON	TIMOTHY.L.JOHNSON@CITYOFORLANDO.NE	407. 246-2075	N/A
Business Dev. Division Economic Dev. Dept. City Hall	Lillian Scott-Payne	Lillian.ScottPayne@cityof orlando.net	407 246 3648	

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 PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

CITY OF ORLANDO

Procurement and Contracts Division Committee Meeting Sign-In Sheet



Date: 12/9/14

Time: 2:30 p.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Agenda Conference Room, 2nd Floor, Orlando, Florida

Title: ECONOMIC DEVELOPMENT INFORMATION SYSTEM (E.D.I.S)

NAME (PLEASE PRINT FULL NAME & WORK PHONE NUMBER)	EMAIL ADDRESS (PLEASE PRINT) (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing Agent III Theodora McCorkle, Contract Admin.	(407) 246-3633 (407) 246-2332	(407) 246-2869
City of Orlando Economic Dev. 400 S. Orange Ave Orlando, FL 32801	Lisa Mitchell, Exec. Mgr.	407-246-3179	407-246-2849
CITY OF ORLANDO OBFIS	MRS MCULLION TREASURER	x 4274	
City of Orlando FINE	Rich Wales	2729	
City of Orlando edv	brooke bane H	ext 719	

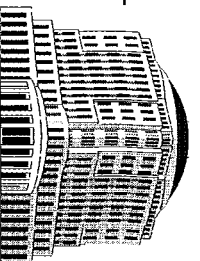
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Procurement and Contracts Division

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COMPANY NAME & ADDRESS (PLEASE PRINT, FINGERED, SOUTHERN & SOUTHERN)	COMPANY REPRESENTATIVE (PLEASE PRINT, FINGERED, SOUTHERN & SOUTHERN)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing Agent III Theodora McCorkle, Contract Admin.	Angela.Thomas@cityoforlando.net Theodora.McCorkle@cityoforlando.net	(407) 246-3633 (407) 246-2332	(407) 246-2869
City of Orlando Code Enforcement	Wendy Horency	Wendy.horency@cityoforlando.net	(407) 246-3381	

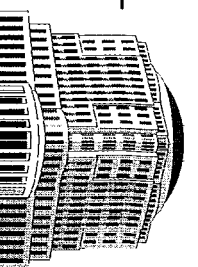
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CITY of Orlando Tech met	Robert idell	Robert.idell@cityoforlando.net	2321
City of Orlando Technology Mgmt.	Sanjiv Gandhi	Sanjiv.Gandhi@cityoforlando.net	3054
City of Orlando Streets and Stormwater	Lisa Henry	Lisa.Henry@cityoforlando.net	3046
Richard Henry Henry Consulting	Richard Henry	rich@henryconsulting.ca	407-408-4442

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