



CITY OF ORLANDO

3rd ADVISORY COMMITTEE MEETING MINUTES
RFP15-0011 Economic Development Information System (EDIS)
February 3, 2015
City Hall – 1st Floor, NORTH AND SOUTH COLLABORATIONS ROOMS
9:30 AM

The Advisory Committee (Committee) for the above project convened on February 3, 2015, at 9:30 am at the North and South Collaborations Rooms, City Hall. The purpose of this meeting was to review and discuss the responsive proposals.

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
10. Rosa Akhtarkhavari – Chief Information Officer

PROCUREMENT REPRESENTATIVE:

1. Teddi McCorkle, Senior Contract Administrator (Facilitator)
2. Maureen Bowman, Purchasing Agent II

OTHERS PRESENT (CITY STAFF):

1. Joe Szewczyk – Fire Prevention Inspector III, OFD
2. Wendy Horency – Code Enforcement Manager
3. Todd Berube – Systems/Network Engineer
4. Sanjiv Gandhi - Technology Business Analyst
5. Deidre A Becker - Client Support Services Manager
6. Dawn Chin Shue – Contract Compliance Invest. III W/MBE
7. Mike Mills - Applications Developer IV
8. Rose Flores - Fiscal Manager, Departmental
9. John Oppermann - Applications Administrator
10. Traci Parker – Customer Service Manager – Permitting
11. Mike Burnett – Applications Developer V - TM

Actions/Discussion/Motions:

Ms. McCorkle called the meeting to order at 9:37 a.m. and took the following actions:

1. Advised that the meeting was being recorded and asked that everyone to sign the sign-in sheet.
2. Indicated the date, time and purpose of the meeting and that it was posted by the City Clerk more than forty-eight (48) hours in advance.
3. Introduced herself and asked all in attendance to introduce themselves.

4. Advised the Committee that a quorum was established with all Committee members being present.
5. Indicated that no public guests were present and that the Public Input Procedures were still in place.

A motion was made by Mr. McCullion, seconded by Ms. Scott-Payne, to accept the minutes of the 2nd Committee Meeting on January 20, 2015 as presented. Discussion ensued. Motion carried unanimously.

Mr. McCullion presented his D & B Report/Analysis/Summary for the seven (7) responsive Proposers. Reports attached. A motion was made by Mr. Johnson, seconded by Ms. Akhtarkhavari, to accept the report as presented by Mr. McCullion. Discussion ensued. Motion carried unanimously.

Ms. Chin Shue presented the findings of the MWBE participation as listed in the proposals. Report attached. A motion was made Mr. McCullion, seconded by Mr. Johnson, to accept the report as presented by Ms. Chin Shue. Discussion ensued. Motion carried unanimously.

Ms. McCorkle reported to the Committee that no Veterans Preference Plans were submitted by any of the Responsive Proposers.

Ms. Akhtarkhavari and Technical Advisors reported on various technology-related aspects of the proposals submitted and provided some assessments of the Functional Requirements submittals from the Proposers. Additionally, Ms. Akhtarkhavari informed the Committee that their reporting is not complete and should be completed by Monday, February 9th or sooner. Reports from various Committee members who are subject matter experts will be sent to Ms. McCorkle to distribute to the Committee prior to the next meeting. This will allow the Committee ample time to review and to be prepared to discuss at the next Committee meeting. Each department will submit to Ms. McCorkle the major areas of focus in reference to the department's requirements. Ms. McCorkle will forward to the Committee members prior to the next Committee meeting.

Mr. Rhodes asked the Committee if there was any general discussion about the Proposals. General discussion ensued about each of the Proposers. The Committee determined that further discussions will continue at the next meeting once the Committee had time to review all the additional reports submitted and additional review of the submitted Proposals.

Mr. Rhodes asked the Committee if they wanted to short-list and/or have presentations. The Committee determined they would table this discussion until their next meeting at which time they will have had time to review all the reports and Proposals.

Ms. McCorkle reminded everyone that all the Committee rules are still in place. All questions and inquiries should go through Procurement. Additionally, that the next Committee meeting will be held on February 16, 2015 in the Sustainability Room (Conf. Room R), 2nd Floor, City Hall. Ms. McCorkle let the Committee know that in the event the Committee wants to score and rank at the next meeting, staff will be prepared.

Mr. Rhodes asked the Committee if there was any additional business that needed to be addressed. The Committee responded no.

Mr. Rhodes adjourned the meeting at 11:35 am.


These minutes are considered to be the official minutes of the RFP15-0011, 3rd Committee Meeting held on February 3, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle
Senior Contract Administrator
(Facilitator)

Review and Accepted by:



Mike Rhodes
Division Manager
(Chair)

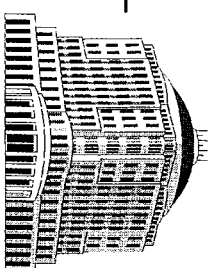
Attachments: MWBE Report
D & B Summary Report

3rd Committee Meeting Sign-In Sheet

Location: City Hall at One City Commons, 400 South Orange Avenue, CH-1 North Collaborations Room and CH-1 South Collaborations Room 1st Floor, Orlando, Florida

CITY OF ORLANDO

Procurement and Contracts Division 3rd Committee Meeting Sign-In Sheet



Date: 2/3/2015	Time: 9:30 a.m.	Bid Number: RFP15-0011	Location: City Hall at One City Commons, 400 South Orange Avenue, CH-1 North Collaborations Room and CH-1 South Collaborations Room 1st Floor, Orlando, Florida
Title: ECONOMIC DEVELOPMENT INFORMATION SYSTEM (E.D.I.S)			

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Technology Management Div. 400 South Orange Avenue, 5 th Floor, City Hall Orlando, Florida 32801	Rosa Akhtarkhavari, Chief Information Officer <i>Rosa Akhtarkhavari</i>	<u>rosa.akhtarkhavari@cityoforlando.net</u>	(407) 246- 2124	
Business and Financial Services Department 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Chris McCullion, Treasurer <i>Chris McCullion</i>	<u>christopher.mccullion@cityoforlando.net</u>	(407) 246- 4274	
Business Development Division City of Orlando 400 South Orange Avenue, 6 th Floor, City Hall Orlando, Florida 32801	Lillian Scott-Payne, Business Development Division Manager <i>Lillian Scott-Payne</i>	<u>lillian.scottpayne@cityoforlando.net</u>	(407) 246- 36481	
Economical Development Department 400 South Orange Avenue, 6 th Floor, City Hall Orlando, Florida 32801	Tisa Mitchell, Fiscal Manager, Economical Development <i>Tisa Mitchell</i>	<u>tisa.mitchell@cityoforlando.net</u>	(407) 246- 3179	

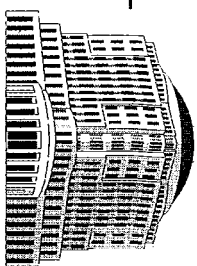
PROCUREMENT AND CONTRACTS DIVISION

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Procurement and Contracts Division

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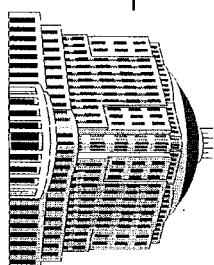
COMPANY NAME & ADDRESS DEPARTMENT/URL	COMPANY REPRESENTATIVE PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Orlando Fire Department City of Orlando 78 West Central Boulevard Orlando, Florida 32801	Rich Wales, Deputy Fire Chief 	<u>richard.wales@cityoforlando.net</u>	(407) 246-2135	
Levey Consulting 611 Avalon Boulevard Orlando, Florida 32806	Richard Levey, Levey Consulting 	<u>rlevey@leveyconsulting.com</u>		
Dover Shores East HOA 781 Marcastle Avenue Orlando, Florida 32807-1024	Roger Getch, Dover Shores East HOA 	<u>selcgr@gmail.com</u>		
MBE OFFICE CITY OF ORLANDO	DAVID CHIN STATE Avalon Ali Shina 			
Orlando Fire Dept.	Joseph Sewczyk 	Joseph.Sewczyk@cityoforlando.net	407-246-3138	

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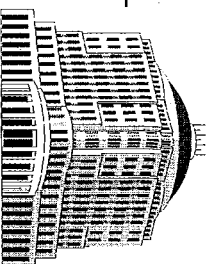
COMPANY NAME & ADDRESS (PRINT NAME & ADDRESS)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando Preston	Traci Paetee	traci.paetee@cityoforlando.net	407 244 2503	
City of Orlando 17	John Oppermann	john.opperm@cityoforlando.net	407 246 3049	
City of Orlando,	Mr H Brodman	Mr H Brodman@CityofOrlando.net		
City of Orlando	Glenn Horency	Wendy.horency@cityoforlando.net	x3381	

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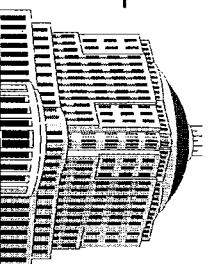
COMPANY NAME & ADDRESS (PLEASE PRINT/LEGIBLY (OUR NAME & PROVIDE SIGNATURE)	COMPANY REPRESENTATIVE (PLEASE PRINT/LEGIBLY (OUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando Technology Dept	Sanjiv Gandhi	Sanjiv.Gandhi@cityoforlando.net	407-246-3054	

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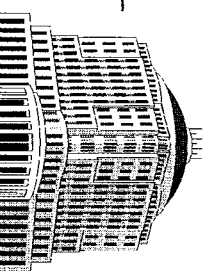
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17 THE JAMES	MIKE WILKS		407-246-2712	
City IT	Dee Becker	dee.becker@cityoforlando.net	407-246-3057	

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City of Orlando City of Orlando Finance	Rose Flores	rose.flores@cityoforlando.net	(407) 246-3647	—
City of Orlando Technology Mgmt.	Todd Berube	Todd.Berube@cityoforlando.net	407 346- 3864	
City of Orlando Technology Management	Mike Berube	Mike.Berube@cityoforlando.net	407-246- 3052	

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MINORITY BUSINESS ENTERPRISE

PROJECT: Economic Development Information System
RFP 15- 0011

MBE GOAL: 18% WBE GOAL: 6%

PURCHASING AGENT: Angela Thomas
DATE: January 20, 2015

The following are 7 the firms that submitted RFP.

1) Accela

Subconsultants	MBE/WBE	%	Scope of Work
AceApplications, LLC	MBE	18%	AceApplications will participate in many different project tasks, including data conversion, integration, configuration, reporting, etc.
TOTAL MBE PARTICIPATION		18%	
Vision Consultancy, Inc.	WBE	6%	Vision Consultancy, Inc. will participate in many different project tasks, including data conversion, integration, configuration, reporting, training, etc.
TOTAL WBE PARTICIPATION		6%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

2) CRW Systems

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

3) Computronix

Subconsultants	MBE/WBE	%	Scope of Work
Millennium Consulting , LLC	MBE	28%	Report development, interface development, data conversion
TOTAL MBE PARTICIPATION		28%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

WBE Participation not submitted

Note listed: “ Please note that this percentage is based on the City of Orlando’s decision to select optional services and deliverables relating to report development. Please see Appendix E Price Breakdown for details on how this number will be met.”

4) CSDC Enterprise Solutions

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

5) Infor Public Sector, Inc

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

6) NTT DATA

Subconsultants	MBE/WBE	%	Scope of Work
EPIC Engineering and Consulting Group, LLC	MBE	10%-20%	Business Analyst, Domain Expertise, Testing and Training(estimated percentages of total professional services effort)
TOTAL MBE PARTICIPATION		10%-20%	
Productivity Apex Inc.	WBE	5%-10%	Business Analyst, Domain Expertise, Testing and Training(estimated percentages of total professional services effort)
TOTAL WBE PARTICIPATION		5%-10%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

7) Sungard Public Sector

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

- * This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**