



CITY OF ORLANDO

June 9, 2015

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer
FROM: Karen Elzy, Senior Purchasing Agent
SUBJECT: RFP15-0193, General Banking Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of May 26, 2015.

Approved:

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

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

ADVISORY COMMITTEE MEETING MINUTES
RFP15-0193
for
General Banking Services
Tuesday, May 26, 2015
4th Floor, Marlin Conference Room
2:00 PM

2nd Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0193

Committee Members Present:

Michelle McCrimmon, Chair, Accounting Operations and Control
Chris McCullion, Office of Business and Financial Services (arrived 2:05 p.m.)
Imtiaz "Fazie" Khan, Accounting Operations and Control
Katrina Laudeman, Treasury Administration
Pam Corbin, Parking Division

Committee Members Absent:

None

Other City Personnel Present:

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division (Facilitator)
Dawn Chin Shue, Minority/Women Business Enterprise
Laurie Nossair, Accounting Operations and Control

Actions/Discussion/Motions:

Karen Elzy, Purchasing Agent, called the meeting to order at 2:04 p.m. and took the following actions:

- 1) Advised that the meeting was being recorded.
- 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) Advised the Committee that a quorum was established.
- 4) There were no members of the public present throughout the meeting.

A motion was made by Katrina Laudeman, seconded by Pam Corbin, to accept the minutes of the 1st Committee Meeting on, 2015 as presented. Discussion ensued. Motion carried unanimously.

General discussion ensued.

The Committee decided to defer reference response until the next scheduled meeting.

Karen Elzy addressed Legal's review of the proposals and internal and external costs for the implementation plan with the Committee.

Katrina Laudeman reviewed the credit ratings and stress tests findings with the Committee.

The Committee discussed the content of presentations. The Committee decided upon 45 minutes for presentation from Proposers and 15 minutes for questions and answers. Procurement will contact Proposers with instructions for the presentations.

The Meeting was adjourned at 3:17 p.m.

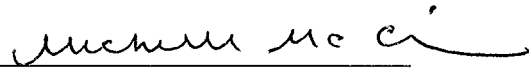
These minutes are considered to be the official minutes of the RFP15-0193 Committee Meeting held on May 26, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed and Accepted by:



Karen Elzy
Procurement & Contracts Division
Assigned Procurement Representative

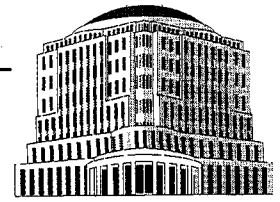


Michelle McCrimmon
Accounting Operations and Control
Chair

Attachment(s): Sign-in Sheets

CITY OF ORLANDO

Procurement & Contracts Division Committee Meeting Sign-In Sheet



Date: 5/26/15	Time: 2:00 p.m.	Bid Number: RFP15-0193	Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room -4 th Floor, Orlando, Florida
Title: GENERAL BANKING SERVICES			

		EMAIL ADDRESS NAME DO NOT WRITE ON THE BACK	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, Business & Financial Services	Michelle McCrimmon, Chair <i>Michelle Mcc</i>	michelle.mccrimmon@cityoforlando.net	407-246-2142	
CITY OF ORLANDO PARKING DIVISION	Pamela Corbin	Pamela.corbin@cityoforlando.net	4072463766	
City of Orlando OBFS	Intiaz Khan <i>[Signature]</i>	Intiaz.khan@cityoforlando.net	x2562	
City of Orlando OBFS	LAURE NOSSAIR <i>Laure E. Nossair</i>	laure.nossair@cityoforlando.net	x 2574	

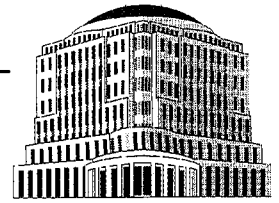
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NAME AND TITLE (PRINT)	COMPANY REPRESENTATIVE (PRINT NAME AND SIGNATURE) (PROVIDE SIGNATURE)	PHONE NUMBER (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHUE <i>Dawn Chin Shue</i>			
CITY OF ORLANDO OBFS	KATRINA LAUDERMAN <i>Katrina Lauderman</i>	<i>katrina.lauderman@cityoforlando.net</i>	X 2685	
CITY OF ORLANDO OBFS	CHRIS MCCULLOUGH <i>Chris McCullough</i>			

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