

**6th ADVISORY COMMITTEE MEETING MINUTES**  
**RFP16-0021 – Hosted Email & Collaboration Services**  
**May 18, 2016 @ 13:30 pm**  
**City Hall – 1st Floor North Collaboration Conference Room**

**COMMITTEE MEMBERS PRESENT:**

- 1) Rosa Akhtarkhavari (Chair), Chief Information Officer
- 2) Marvin Smith, Info Security & Compliance Manager
- 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

**PUBLIC PRESENT:**

- 1) Paul Hughs, Microsoft
- 2) Eric Castillo, Microsoft

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

**Meeting called to order at 1:42 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 4<sup>th</sup> Committee Meeting held April 4, 2016. Motion made by Matthew Broffman, Innovation Official and seconded by Robert M. Anzueto, Deputy Police Chief, all in favor and motion passed.

A motion to approve the minutes from the 5<sup>th</sup> Committee Meeting held April 5, 2016. Motion made by Marvin Smith, Info Security & Compliance Manager and seconded by James D Hunt, Deputy Public Works Director, all in favor and motion passed.

Final discussion of all proposals commenced

Evaluations were conducted and tallied and the final ranking is:

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<u>Ranking</u>	<u>Firm</u>	<u>Location</u>
1	Catapult Systems, LLC	Tampa, FL
2	Planet Technologies	Germantown, MA
3	Sada Systems	North Hollywood, CA
4	Tempus Nova, Inc.	Denver, CO
5	Daston Corp.	McLean, VA
6	SHI International Corp.	Somerset, NJ

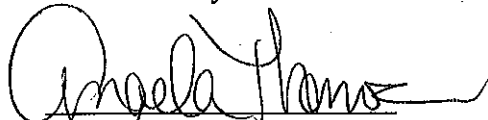
Do we have a motion to accept ranking and evaluations of the proposals and to recommend to City Council to authorize the Chief Procurement Officer to negotiate a contract with the Proposers in the ranked order until successful.

Motion made by Rosa Akhtarkhavari (Chair), Chief Information Officer and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

Final Committee Meeting adjourned at 2:55 pm.

These minutes are considered to be the official minutes of the **RFP16-0021 - Hosted Email & Collaboration Services**, Committee Meeting held on **May 18, 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