



**2nd ADVISORY COMMITTEE MEETING MINUTES
RFP15-0011 Economic Development Information System (EDIS)
January 20, 2015
City Hall – 5th Floor, Megabyte Conference Room
9:00 AM**

The Advisory Committee (Committee) for the above project convened on January 20, 2015, at 9:11 am at the Megabyte 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
10. Rosa Akhtarkhavari – 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. Victor J Godlewski - Wastewater Division Manager
3. Wendy Horency – Code Enforcement Manager
4. Todd Berube – Systems/Network Engineer
5. Laurie Nossair - Accounting Operations Manager
6. Sanjiv Gandhi - Technology Business Analyst
7. Deidre A Becker - Client Support Services Manager
8. Dawn Chin Shue – Contract Compliance Invest. III W/MBE
9. Mike Mills - Applications Developer IV
10. Rose Flores - Fiscal Manager, Departmental
11. John Oppermann - Applications Administrator

Actions/Discussion/Motions:

Ms. Thomas called the meeting to order at 9:11 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. Indicated that all of Committee members ethics forms were received and 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.
6. Ms. Thomas provided the reference findings and indicated to the Committee Members that the Proposals would be available for them to take with them after the meeting. Eight proposals were received and one was deemed non-responsive as indicated below:
 - a. Accela, Inc.
 - b. DRW Systems, Inc.
 - c. Computronix (U.S.A.), Inc.
 - d. CSDC System, Inc.
 - e. Infor Public Sector, Inc.
 - f. NTT Data, Inc.
 - g. Sungard Public Sector, Inc.
 - h. Tyler Technologies (non-responsive)

Committee Members discussed if Dun and Bradstreet (D & B) reports were needed for the subject solicitation. Mr. McCullion offered to provide a report based on the information submitted in the D & B reports to the Committee Members at the next scheduled meeting. A motion was made by Mr. McCullion, seconded by Ms. Henry, for Procurement to request D & B reports for the seven (7) responsive proposers. The reports will be provided to each of the Committee Members prior to the next meeting. Discussion ensued. Motion carried unanimously.

Ms. Thomas asked the Committee about potential presentations. The Committee determined to table this discussion until the next Committee Meeting after they all had a chance to review the proposals.

Ms. Thomas asked if the Committee would like to continue the previous conversation about the Functional Requirements Section of the Proposal. Ms. Akhtarkhavari stated that Technology Management would provide a technical report based on the responses from the Proposers section of the Functional Requirements. Decision on how the analysis will be accomplished was tabled until the next scheduled meeting to include input from the Advisory Committee.

Ms Thomas asked the Committee about potentially short listing the proposers. The Committee requested this subject be tabled until the next scheduled meeting to give Committee Members time to go through the proposals.

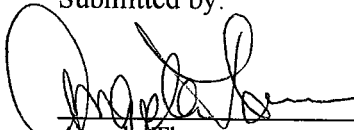
Ms. Thomas asked the Committee for any other discussion / motions; none were needed.

The Committee determined the third (3) Committee meeting will be February 3, 2015 @ 9:30 am at City Hall. Additionally, the Committee determined the fourth (4) Committee Meeting will be February 16, 2015 at 9:00 am. Ms. Thomas will confirm conference rooms and will send out invites to the Committee.

The meeting adjourned at 10:20 AM.


These minutes are considered to be the official minutes of the RFP15-0011, 2nd Committee Meeting held on January 20, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



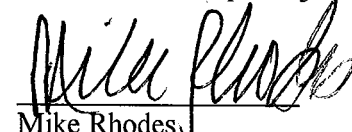
Angela Thomas
Purchasing Agent III
Facilitator

Reviewed by:



Teddi McCorkle
Senior Contract Administrator

Review and Accepted by:

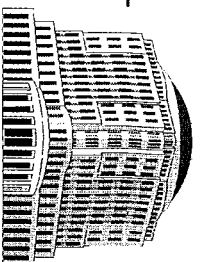


Mike Rhodes
Division Manager
(Chair)

Attachment: 1st Committee Meeting Minutes (Amended)
Reference Report

CITY OF ORLANDO

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 01/20/15

Time: 9:00 a.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Megabyte Room, 5th Floor, Orlando, Florida

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

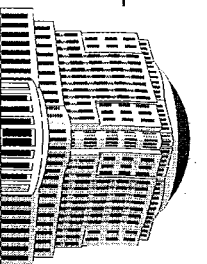
COMPANY NAME & ADDRESS DEPARTMENT/PHONE #	COMPANY REPRESENTATIVE (PLEASE PRINT, LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing 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 Blvd. Orlando FL 32801	<i>Joseph Stenczyk</i> <i>Joseph Stenczyk</i>	Joseph.Stenczyk@cityoforlando.net	407-246-3108	407-246-3158
City of Orlando Attn: Victoria 1100 E. 13. McLeod Rd Orlando, FL 32801	<i>Vicor Stenczyk</i>	Victoria.stenczyk@cityoforlando.net	407-246-3221	407-246-2866
CITY PERMITTING	<i>Tim Johnson</i>	TIMOTHY.JOHNSON@CITYOFORLANDO.NET	407.246.2875	

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

Don't forget to sign in!

CITY OF ORLANDO

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 01/20/15

Time: 9:00 a.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Megabyte Room, 5th Floor, Orlando, Florida

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

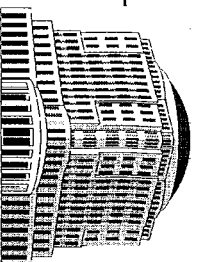
COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing Agent III Theodora McCorkle, Contract Admin.	Angela.Thomas@cityoforlando.net Theodora.McCorkle@cityoforlando.net	(407) 246-3633 (407) 246-2332	(407) 246- 2869
FINANCE / Accounting City Hall 4th Floor	Ross Flores	rossenariy, Ross@cityoforlando.net	(407) 246-3647	(407) 246-2107

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

CITY OF ORLANDO

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 01/20/15

Time: 9:00 a.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Megabyte Room, 5th Floor, Orlando, Florida

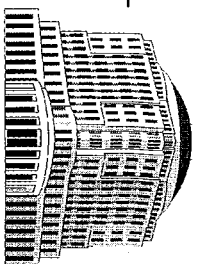
Title: ECONOMIC DEVELOPMENT INFORMATION SYSTEM (E.D.I.S)

COMPANY NAME & ADDRESS THE ASSIGNED REPRESENTATIVE & PHONE NUMBER (PLEASE PRINT)	COMPANY REPRESENTATIVE THE ASSIGNED REPRESENTATIVE'S NAME & PHONE NUMBER (PLEASE PRINT)	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.	Angela.Thomas@cityoforlando.net <u>Theodora.McCorkle@cityoforlando.net</u>	(407) 246-3633 (407) 246-2332	(407) 246-2869
	Roger Seiza	SEIZA@smac.com	4078750360	N/A
	Rosa Akhtarkhava	Rosa@cityoforlando.net	2124	—
	Lisa Mitchell	Lisa.mitchell@cityoforlando.net	3179	
	Todd Berube	Todd.Berube@cityoforlando.net	2564	N/A

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

CITY OF ORLANDO



Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet

Date: 01/20/15

Time: 9:00 a.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Megabyte Room, 5th Floor, Orlando, Florida

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

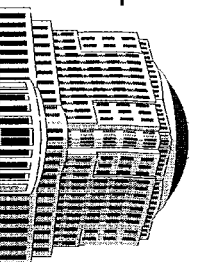
COMPANY NAME & ADDRESS (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing Agent III Theodora McCorkle, Contract Admin.	Angela.Thomas@cityoforlando.net <u>Theodora.McCorkle@cityoforlando.net</u>	(407) 246-3633 (407) 246-2332	(407) 246-2869
DTM	Chris McCullion	christopher.mccullion@cityoforlando.net	x 4274	
Finance - City	LAUREE NOSSAIRE	lauree.nossair@cityoforlando.net	12574	
Orlando Fire	Rich Wyles	Rich.Wyles@cityoforlando.net	x 2729	
City - IT	Dee Becker	dee.becker@cityoforlando.net	x 3057	x 2878

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

CITY OF ORLANDO

Procurement and Contracts Division
 2nd Communes Meeting Sign-In Sheet



Date: 01/20/15

Time: 9:00 a.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Megabyte Room, 5th Floor, Orlando, Florida

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

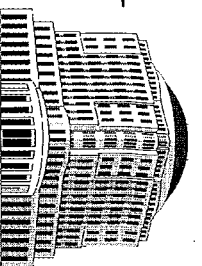
NAME	PHONE #	EMAIL ADDRESS	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Angela Thomas, Purchasing Agent III Theodora McCorkle, Contract Admin.	Angela.Thomas@cityoforlando.net <u>Theodora.McCorkle@cityoforlando.net</u>	(407) 246-3633 (407) 246-2332	(407) 246-2869
Richard Levey	Levey Consulting	rlevey@leveyconsulting.com	407-408-4442	
William Scott-Payne	City of Orlando	William.ScottPayne@cityoforlando	X 3648	
Lisa Henry	"	Lisa.Henry@cityoforlando.net	X 3646	
Wendy Forency	"	Wendy.forency@cityoforlando.net	X 3361	

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

CITY OF ORLANDO

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 01/20/15

Time: 9:00 a.m.

Bid Number: RFP15-0011

Location: City Hall at One City Commons, 400 South Orange Avenue, Megabyte Room, 5th Floor, Orlando, Florida

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

COMPANY NAME & ADDRESS (PLEASE PRINT)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE) (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th 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
MBE OFFICE CITY OF ORLANDO DASHWOOD STREET	DASHWOOD STREET Dawn DeShane			
CITY OF ORLANDO	MATE MILLS	MICHELLE MILLS @ CITY OF ORLANDO .NET	407-246-2718	
City of Orlando	Sanjiv Gandhi Technology Mgmt.	Sanjiv.Gandhi@cityoforlando.net	407-246-3054	
City of Orlando	John Oppermann Technology Management	john.oppermann@cityoforlando.net	407 246-3049	

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