



# CITY OF ORLANDO

---

April 10, 2015

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: *KE* Karen Elzy, Senior Purchasing Agent

SUBJECT: RFP15-0007, Computerized Parking Ticket Management System

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of April 7, 2015.

Approved: ^

A handwritten signature in black ink, appearing to be "Karen Elzy", 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**  
**RFP15-0007**  
**for**  
**Computerized Parking Ticket Management System**  
**Tuesday, April 7, 2015**  
**4th Floor, Tarpon Conference Room**  
**3:00 PM**

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0007.

**COMMITTEE MEMBERS PRESENT:**

Pam Corbin (Chair), Parking Division  
Rosa Akhtarkhavari, Technology Management Division  
David Barilla, DDB/CRA  
Ridzi Palomo, Parking Division

**COMMITTEE MEMBERS ABSENT:**

Valerie Trammel, Parking Division

**OTHERS PRESENT (CITY STAFF):**

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division  
Dawn Chin Shue, Minority/Women Business Enterprise

**Actions/Discussion/Motions:**

Karen Elzy, Purchasing Agent, called the meeting to order at 3:04 p.m. and took the following actions:

- A. Advised that the meeting was being recorded.
- B. 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.
- C. Introduced herself and asked all in attendance to introduce themselves.
- D. Advised the Committee that a quorum was established.
- E. Asked if there were any questions regarding the Advisory Committee Rules sent to the Committee members in advance of the meeting.

Karen Elzy explained that State law section 286.0114 requires all local government boards and committees, such as this Procurement Advisory Committee, provide an opportunity for reasonable public input prior to taking official action on any item with the exception of administrative items such as approval of minutes. There were no members of the public present throughout the meeting.

Karen Elzy reviewed some of the rules and requirements.

Karen Elzy indicated that there were 4 proposals submitted in response to this solicitation. Those firms submitting proposals are as follows:

1. Professional Account Management, LLC (Division of Duncan Solutions)
2. Clancy Systems International Inc.
3. Data Ticket, Inc.
4. Complus Data Innovations, Inc.

Karen Elzy indicated that it appeared that all Proposers met the Minimum Mandatory Requirements.

Dawn Chin Shue, M/WBE representative, gave the committee a recap of M/WBE participation and explained the form and responses to the Committee. Attached is the MWBE Participation Summary.

Karen Elzy reviewed the VBE participation in the proposals. The proposal from Professional Account Management, LLC (Division of Duncan Solutions) included a VBE in their proposal, of which Karen Elzy confirmed is registered with the State of Florida and has an office in the Metropolitan Statistical Area.

A motion was made by Pam Corbin, second by David Barilla, to schedule presentations for 45 minutes for Presentations and 15 minutes for Questions and Answers for all four Proposers. Discussion ensued. The motion carried unanimously.

Karen Elzy asked the Committee if Procurement should run D&B reports (indicating that there is a cost of approximately \$100 each to the using agency.) She indicated that there is an evaluation factor which includes financial stability.

A motion was made by Ridzi Palomo, second by Rosa Akhtarkhavari, to run D & B reports for all four Proposers. Discussion ensued. The motion carried unanimously. The Committee delegated Karen Elzy to contact Finance on their behalf to request a summary of the reports.

Karen Elzy distributed a recap of client references received for each Proposer. Discussion ensued. A motion was made by Rosa Akhtarkhavari, second by Pam Corbin to accept the reference information. The motion carried unanimously.

General discussion ensued.

Karen Elzy indicated that the next meeting of this Committee will be scheduled for Friday, April 10, 2:30 p.m.

A motion was made by Pam Corbin, seconded by David Barilla to adjourn the meeting. The Meeting ended at 3:55 p.m.

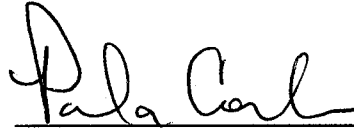
These minutes are considered to be the official minutes of the RFP15-0007 Committee Meeting held on April 7, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Karen Elzy  
Procurement & Contracts Division  
Assigned Procurement Representative

Reviewed and Accepted by:

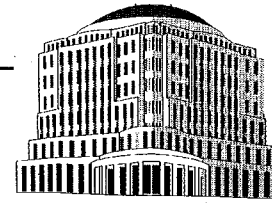


Pamela Corbin  
Parking Division  
Chair

Attachment(s): Sign-in Sheets  
Reference Re-cap

# CITY OF ORLANDO

## Procurement & Contracts Division 1<sup>st</sup> Committee Meeting Sign-In Sheet



Date: 4/7/15	Time: 3:00 p.m.	Bid Number: RFP15-0007	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 <sup>th</sup> Floor, Orlando, FL 32802
Title: COMPUTERIZED PARKING TICKET MANAGEMENT SYSTEM			

COMPANY NAME AND ADDRESS (DO NOT LEAVE IN BLANK)	COMPANY REPRESENTATIVE PLEASE PRINT (PLEASE PRINT NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 <sup>th</sup> Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, Parking Administration	Pamela Corbin, Chair <i>Pamela Corbin</i>	pamela.corbin@cityof orlando.net		
Parking Operations	Ridzi Palomo <i>Ridzi Palomo</i>	Ridzi.palomo@cityoforlando net		
MBE OFFICE CITY OF ORLANDO	DAWN CHAN SHUE <i>Dawn Chan Shue</i>			
city of Orlando/IT <i>Rosa Alk</i>	<i>Rodwan</i>	Rosa@CityofOrlando.net	2124	

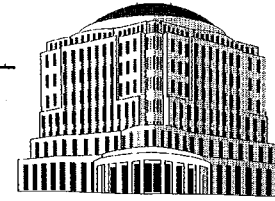
NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

### PROCUREMENT AND CONTRACTS DIVISION

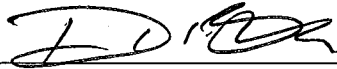
CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990  
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

# CITY OF ORLANDO

## Procurement & Contracts Division 1<sup>st</sup> Committee Meeting Sign-In Sheet



Date: 4/7/15	Time: 3:00 p.m.	Bid Number: RFP15-0007	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 <sup>th</sup> Floor, Orlando, FL 32802
Title: COMPUTERIZED PARKING TICKET MANAGEMENT SYSTEM			

COMPANY NAME & ADDRESS (DEPARTMENT/BUREAU)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Downtown Development Board / Community Redevelopment Area	David Barilla 	david.barilla@downtownorlando.com	3703	

NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

### 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