



CITY OF ORLANDO

April 21, 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 16, 2015.

Approved:

[Signature] 04.21.15

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
Thursday, April 16, 2015
4th Floor, Dolphin Conference Room
8:00 AM

4th 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
Valerie Trammel, Parking Division

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT (CITY STAFF):

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

Actions/Discussion/Motions:

Pam Corbin, Chair, called the meeting to order at 8:05 a.m. Karen Elzy, Purchasing Agent, 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. Advised the Committee that a quorum was established.
- D. There were no members of the public present throughout the meeting.

Karen Elzy distributed a Price Summary to the committee as requested in the April 15, 2015 Committee meeting. The Committee discussed the presentations, pending questions to proposers, and proposals. General discussion ensued.

After review and discussion, Karen Elzy distributed the scoring sheets to each Committee member. Each member individually completed his/her scoring sheets, and the results were tabulated on ranking forms and presented to the Committee. The ranking is as follows (with scoring and ranking sheets attached):

- 1. Data Ticket, Inc.
- 2. Clancy Systems International Inc.

3. Professional Account Management, LLC (Division of Duncan Solutions)
4. Complus Data Innovations, Inc.

A motion was made by Rosa Akhtarhavori, seconded by Pam Corbin, to accept the ranking of and evaluations of the Proposals, and recommend to City Council that the Chief Procurement Officer negotiate a contract with Proposers in ranked order as indicated until successful. Discussion ensued. The motion passed unanimously.

A motion was made by Pam Corbin, seconded by David Barilla, to adjourn the meeting. The Meeting ended at 9:33 p.m.

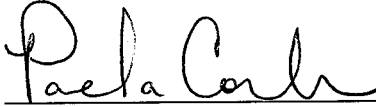
These minutes are considered to be the official minutes of the RFP15-0007 Committee Meeting held on April 16, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Karen Elzy
Procurement & Contracts Division
Assigned Procurement Representative

Reviewed and Accepted by:

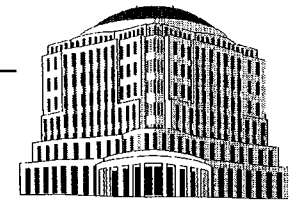


Pamela Corbin
Parking Division
Chair

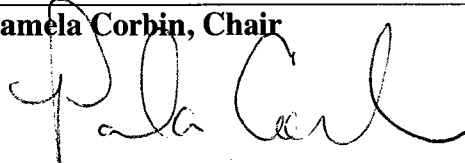
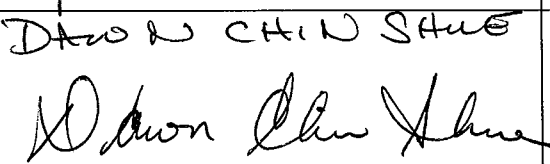
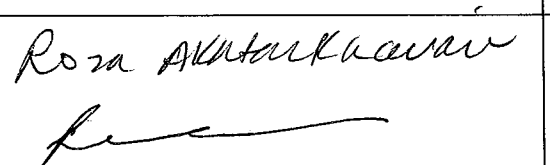
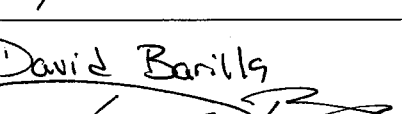
Attachment(s): Sign-in Sheets
Price Summary
Score Sheets & Ranking Tally

CITY OF ORLANDO

Procurement & Contracts Division Committee Meeting Sign-In Sheet



Date: 4/16/15	Time: 8:00 a.m.	Bid Number: RFP15-0007	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 th Floor, Orlando, FL 32802
Title: COMPUTERIZED PARKING TICKET MANAGEMENT SYSTEM			

COMPANY NAME & ADDRESS (PLEASE PRINT CLEARLY)	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, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	<u>Karen.Elzy@cityoforlando.net</u>	(407) 246-2368	(407) 246-2869
City of Orlando, Parking Administration	Pamela Corbin, Chair 			
MBE OFFICE CITY OF ORLANDO	DAVID CHIN SHUE 			
IT City of Orlando	Rosa Akutukavai 	<u>Rosa@cityoforlando.net</u>	2124	
DDB/CRA	David Barilla 	<u>David.Barilla@downtownorlando.net</u>	3703	

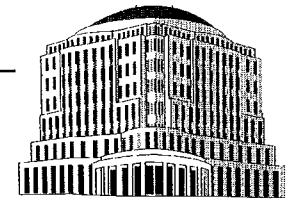
NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

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Procurement & Contracts Division Committee Meeting Sign-In Sheet



Date: 4/16/15	Time: 8:00 a.m.	Bid Number: RFP15-0007	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 th 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 #
Parking Division	Ridzi Palomo TPV	Ridzi.palomo@cityof orlando.net	3135	
Parking Division	Valerie Trammel ValTrammel	Valerie.trammel@ cityoforlando.net	x 4126	

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

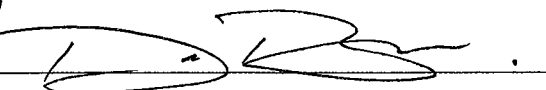
RFP15-0007 Computerized Parking Ticket Management System Ranking Tally

	Committee Member	Pam Corbin	Rosa Akhtarhavari	David Barilla	Ridzi Palomo	Valerie Trammel	Total	Ranking
Proposer								
Professional Account Management, LLC (Division of Duncan Solutions)		3	3	3	3	3	15	3
Olancy Systems International Inc.		2	2	2	2	2	10	2
Data Ticket, Inc.		1	1	1	1	1	5	1
Complus Data Innovations, Inc.		4	4	4	4	4	20	4

EVALUATION OF PROPOSALS FOR
RFP15-0007
Computerized Parking Ticket Management System

NO.	CATEGORY	Possible Points	Professional Account Management, LLC (Division of Duncan Solutions)	Clancy Systems International Inc.	Data Ticket, Inc.	Complus Data Innovations, Inc.
1	Experience	23	17	20	19	18
2	Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	17	17	17	17
3	Project Approach and Methodology	30	20	15	25	20
4	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0	0
5	Veteran Business Enterprise participation in subcontracts	2	2	0	0	0
6	Price Proposal	20	10	20	12	5
TOTAL POINT VALUE		100	66 0	72 0	73 0	60 0
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; DATE: _____ etc.)			3	2	1	4

EVALUATOR: David Barilla OF DDB/CRA
(print name)

SIGNATURE: 

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NO.	CATEGORY	Possible Points	Professional Account Management, LLC (Division of Duncan Solutions)	Clancy Systems International Inc.	Data Ticket, Inc.	Complus Data Innovations, Inc.
1	Experience	23	16	19	21	17
2	Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	17	14	19	17
3	Project Approach and Methodology	30	19	16	27	19
4	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0	0
5	Veteran Business Enterprise participation in subcontracts	2	2	0	0	0
6	Price Proposal	20	14	20	16	12
TOTAL POINT VALUE		100	0 68	0 69	83 0	0 65
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; DATE: _____ etc.)			3	2	1	4

EVALUATOR: Redwan "Rosa" Akhtarkhavan OF Office of Business & Financial Services / Technology Management Department
 (print name)

SIGNATURE: Redwan Akhtarkhavan

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NO.	CATEGORY	Possible Points	Professional Account Management, LLC (Division of Duncan Solutions)	Clancy Systems International Inc.	Data Ticket, Inc.	Complus Data Innovations, Inc.
1	Experience	23	16	20	21	16
2	Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	17	17	18	17
3	Project Approach and Methodology	30	23	24	28	20
4	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0	0
5	Veteran Business Enterprise participation in subcontracts	2	2	0	0	0
6	Price Proposal	20	14	20	16	12
TOTAL POINT VALUE		100	72	81	83	65
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; DATE: _____ etc.)			3	2	1	4

EVALUATOR: Ridzi Palomo OF Parking Division
(print name)

SIGNATURE: 

EVALUATION OF PROPOSALS FOR
RFP15-0007
Computerized Parking Ticket Management System

NO.	CATEGORY	Possible Points	Professional Account Management, LLC (Division of Duncan Solutions)	Clancy Systems International Inc.	Data Ticket, Inc.	Complus Data Innovations, Inc.
1	Experience	23	16	19	20	18
2	Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	16	15	18	18
3	Project Approach and Methodology	30	22	20	28	22
4	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	Ø	Ø	Ø	Ø
5	Veteran Business Enterprise participation in subcontracts	2	2	Ø	Ø	Ø
6	Price Proposal	20	10	20	10	5
TOTAL POINT VALUE		100	164 0	74 0	76 0	63 0
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; DATE: _____ etc.)			3	2	1	4

EVALUATOR: Valene Trammel OF Public Works
 (print name)

SIGNATURE: Val Trammel

EVALUATION OF PROPOSALS FOR
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NO.	CATEGORY	Possible Points	Professional Account Management, LLC (Division of Duncan Solutions)	Clancy Systems International Inc.	Data Ticket, Inc.	Complus Data Innovations, Inc.
1	Experience	23	16	18	20	17
2	Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	15	16	19	15
3	Project Approach and Methodology	30	21	24	28	22
4	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	-	-	-	-
5	Veteran Business Enterprise participation in subcontracts	2	2	-	-	-
6	Price Proposal	20	14	20	16	12
TOTAL POINT VALUE		100	86	88	83	86
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; DATE: _____ etc.)			3	2	1	4

EVALUATOR: PAMELA CORBIN OF PARKING DIVISION
(print name)

SIGNATURE: Pamela Corbin