

**1st ADVISORY COMMITTEE MEETING MINUTES**  
**RFP10014 – Software Development Consulting**  
**June 22, 2015 @ 9:00 am**  
**City Hall - 4th Floor Tarpon Conference Room**

**COMMITTEE MEMBERS PRESENT:**

1. David Gancarz (Committee Chair), Systems Development Manager
2. Mark Crain, Client Support Services Manager
3. Dee Becker, Client Support Services Manager
4. Catherine Cordero, Applications Developer Trainee
5. Arlene Kowalski, HRIS Administrator

**PROCUREMENT REPRESENTATIVE:**

1. Angela Thomas, Purchasing Agent III (Facilitator)

**OTHERS PRESENT (CITY STAFF):**

1. Dawn Chin Shue, W/MBE Office
2. Ariana Mason, Applications Developer V
3. Thomas Hwang, Applications & Security Admin
4. Ray Chase, Information Systems Security Officer III

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

**Meeting called to order at 9:10 am**

Facilitator presented an overview of City's policies and procedures as it pertains to the Request for Proposal, Public Records Act or Sunshine Laws. An overview of City's Public Input Procedures was discussed but there were no public at this meeting.

Proposals for this RFP were opened on May 28, 2015. Responsive proposals were received from the following firms:

1. Computer Aid, Inc.
2. DRS Solutions
3. EPIC Engineering and Consulting Group, LLC
4. I.T. Consortium
5. Mobitrio LLC.
6. Nebbia Technology
7. SKL Software Services
8. Strativia

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

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**David Gancarz (Committee Chair)**

Discussions began on whether reference checks were warranted and/or necessary to provide more pertinent information. Motion made not to conduct reference checks on the proposers by Mark Crain, Client Support Services Manager and seconded by Dee Becker, Client Support Services Manager, all in favor/none opposed and motion passed.

Financial Reporting discussion of cost for the reports and a request to have outside committee member from City's Treasury department summarize the reports. Motion was made to do Dun and Bradstreet Financials on all eight (8) proposers and the Treasury reports be presented by Angela Thomas at the next meeting by Dee Becker, Client Support Services Manager and seconded by Mark Crain, Client Support Services Manager, all in favor/none opposed and motion passed.

Proposer presentation discussion on whether the City would gain anything from presentations with the proposers. Motion made not to conduct presentation by Mark Crain, Client Support Services Manager and seconded by Arlene Kowalski, HRIS Administrator, all in favor/none opposed and motion passed.

Proposal and Source Coding discussion began voting members listed pros and cons they found in the proposers submittals. All eight proposals were discussed at this time.

During discussion recess was requested by Mark Crain, Client Support Services Manager at **9:45 am** for clarifying question to CPO.

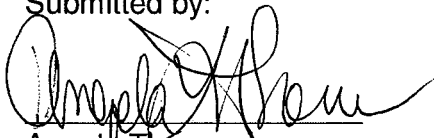
Committee Meeting was reconvened at **9:52 am** clarification was then discussed.

Committee members reconvened the Proposal and Source Coding discussion of the proposals.

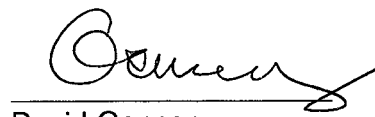
Motion was made to adjourn at **10:17 am**

These minutes are considered to be the official minutes of the RFP15 – 0014 Committee Meeting held on June 22, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

  
Angela Thomas  
Purchasing Agent III  
Facilitator

Review and Accepted by:

  
David Gancarz  
Systems Development Manager  
Committee Chair

**MINORITY BUSINESS ENTERPRISE**

**PROJECT:** Software Development Consulting  
RFP 15-0014

**MBE GOAL: 18% WBE GOAL: 6%**

**PURCHASING AGENT:** Angela Thomas

**DATE:** 6/22/2015

The following are 8 the firms that submitted RFP.

**1) Computer Aid, Inc. (CAI)**

Subconsultants	MBE/WBE	%	Scope of Work
SDTR Consulting, LLC	MBE	18%	Will supply development and /or testing resources for Task Orders as needed
<b>TOTAL MBE PARTICIPATION</b>		<b>18%</b>	
SDTR Consulting, LLC	WBE	6%	Will supply development and /or testing resources for Task Orders as needed
<b>TOTAL WBE PARTICIPATION</b>		<b>6%</b>	

**Remarks: M/WBE PARTICIPATION PLAN SUBMITTED**

Listed SDTR Consulting, LLC as both MBE and WBE. SDTR is a M/WBE and should be used as either a MBE or WBE. Therefore, the Participation Plan submitted is a total of 24% of either a MBE or WBE and one of the goal is not satisfied.

**2) DoRIGHT SOLUTIONS (DRS)**

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

**Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED**

**3) EPIC Engineering and Consulting Group,LLC**

Subconsultants	MBE/WBE	%	Scope of Work
AceApplications, LLC(Ace)	MBE	18%	Support project management; software architecture, design and development
<b>TOTAL MBE PARTICIPATION</b>		<b>18%</b>	
Productivity Apex, Inc. (PAI)	WBE	6%	Software development and technical writing
<b>TOTAL WBE PARTICIPATION</b>		<b>6%</b>	

**Remarks: M/WBE PARTICIPATION PLAN SUBMITTED**

**4) I.T. Consortium, Inc.**

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

**Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED**

**5) Mobitrio**

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

**Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED**

**6) Nebbia**

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

**Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED**

**7) SLK Software Services Private Limited**

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

**Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED**

**8) Strativia Software**

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

**Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED**

**\* This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**