

3rd ADVISORY COMMITTEE MEETING MINUTES
RFP 15-0014 – Software Development Consulting
October 19, 2015 @ 2:00 pm
City Hall - 5th Floor Megabite 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, M/WBE Office
2. Ariana Mason, Applications Developer V
3. Thomas Hwang, Applications & Security Admin
4. Ray Chase, Information Systems Security Officer III
5. Michael Becker, Applications Developer I

Angela Thomas, Purchasing Agent III (Facilitator)

Meeting called to order at 2:04 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. An overview of City's Public Input Procedures was discussed but there were no public at this meeting.

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

David Gancarz (Committee Chair)

Discussions began on whether reference checks during first evaluation committee was voted not to conduct the checks but was overturned by the CPO. Motion made that David Gancarz will conduct the reference checks with the specific questions listed by Dee Becker, Client Support Services Manager and seconded by Arlene Kowalski, HRIS Administrator, all in favor/none opposed and motion passed.

Reference Questions:

- 1) Have you employed **Proposer Name** for a Software Development Project? How long have you been working with **Proposer Name?**
- 2) Was the Project delivered on time and according to the specifications given?

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- 3) Did **Proposer Name** promptly deliver all required documentation for the project?
- 4) Did **Proposer Name** provide follow up support as a part of the services rendered?
- 5) How did **Proposer Name** perform the follow up support on a scale of 1 to 5 (5 being the highest)?
- 6) Did **Proposer Name** conduct Staff Training and or Knowledge transfer and as was it satisfactory?
- 7) Would you employ **Proposer Name** for any future projects?

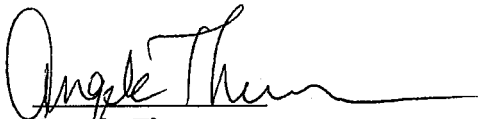
Financial Reporting discussion of Dun and Bradstreet Financials on all eight (8) proposers and the Treasury reports was presented by Angela Thomas and a discussion about the financial stability of the companies within the reports. Discussed the points for the Financials will be evaluated under the criteria of Experience of Proposer.

Committee members discussed scheduling of the proposed final committee meeting on October 26, 2015.

Motion was made to adjourn at **2:37 pm**

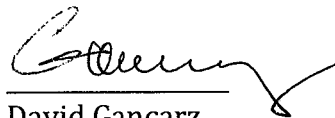
These minutes are considered to be the official minutes of the RFP15 - 0014 Committee Meeting held on October 19, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Angela Thomas
Purchasing Agent III
Facilitator

Review and Accepted by:



David Gancarz
Systems Development Manager
Committee Chair