



CITY OF ORLANDO

November 24, 2015

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Karen Elzy, Senior Purchasing Agent

SUBJECT: RFP15-0330, Procurement/Travel Card Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of November 17, 2015.

Approved:

A handwritten signature in black ink, appearing to be "David Billingsley", 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
RFP15-0330
for
Procurement/Travel Card Services
Tuesday, November 17, 2015
4th Floor, Marlin Conference Room
2:00 PM

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0330

Committee Members Present:

Michelle McCrimmon, Chair, Accounting and Control
Laurie Nossair, Accounting and Control
Sonia Johnson, Accounting and Control
Maria Neff Caulder, Orlando Police Department
Tysha Resnick, Orlando Fire Department (arrived 2:12 p.m.)

Committee Members Absent:

None

Other City Personnel Present:

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division (Facilitator)
Dawn Chin Shue, Minority/Women Business Enterprise
Imtiaz "Fazie" Khan, Accounting and Control
Cynthia De Oliveira, Accounting and Control

Actions/Discussion/Motions:

Karen Elzy, Purchasing Agent, called the meeting to order at 2:05 p.m. and took the following actions:

- 1) Advised that the meeting was being recorded.
- 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) Advised the Committee that a quorum was established.
- 5) 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.

A motion was made by Laurie Nossair, and seconded by Sonia Johnson, to accept the Public Input Procedures. The motion carried unanimously.

Karen Elzy reviewed some of the rules and requirements of RFP Committee Meetings.

Karen Elzy indicated that there were 7 proposals submitted in response to this solicitation. Those firms submitting proposals are as follows:

1. Wells Fargo Bank, N.A.
2. U.S. Bank National Association division of U.S. Bancorp
3. J.P. Morgan Chase Bank, N.A.
4. Bank of America/Merrill Lynch
5. TD Bank, N.A.
6. SunTrust Bank, Inc.
7. Elan Financial Services/Florida Community Bank

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.) All Committee Members agreed that D&B Reports are not needed. Michelle McCrimmon will provide a summary of the financials for review by the Committee.

Ms. Chin Shue, M/WBE representative, gave the committee a recap of M/WBE participation and to the Committee. Discussion ensued.

The Purchasing Agent asked the Committee for discussion / motions/ General discussion ensued.

The Committee discussed questions to ask client references. Karen Elzy distributed a draft reference questionnaire to the Committee. Discussion ensued. Procurement will contact references with a requested due date of December 2, 2015, and bring back results received to date to the next Committee meeting scheduled for November 30, 2015.

The Committee discussed conducting presentations. A motion was made by Tysha Resnick and seconded by Laurie Nossair to include all seven Proposers for one hour oral presentations to include forty-five (45) minutes for presentations from the Proposers and fifteen (15) minutes for questions and answers to take place December 15th & 16th with content to be finalized at the next Committee meeting. Discussion ensued. The motion passed unanimously.

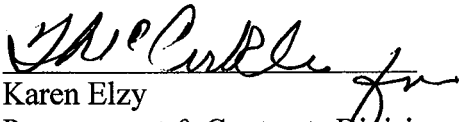
Michelle McCrimmon reviewed the evaluation criteria with the Committee. General discussion ensued.

Karen Elzy reviewed the VBE participation in the Proposals.

A motion was made by Laurie Nossair, seconded by Tysha Resnick to adjourn the meeting. The Meeting ended at 3:20 p.m.

These minutes are considered to be the official minutes of the RFP15-0330 Committee Meeting held on November 17, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

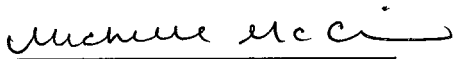
Submitted by:



A handwritten signature in black ink, appearing to read 'K. Elzy', is written over a horizontal line.

Karen Elzy
Procurement & Contracts Division
Assigned Procurement Representative

Reviewed and Accepted by:



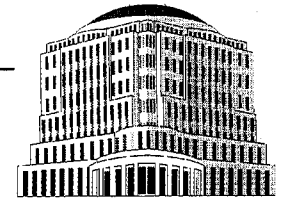
A handwritten signature in black ink, appearing to read 'Michelle McCrimmon', is written over a horizontal line.

Michelle McCrimmon
Accounting Operations and Control
Chair

Attachment(s): Sign-in Sheets

CITY OF ORLANDO

Procurement & Contracts Division 1st Committee Meeting Sign-In Sheet



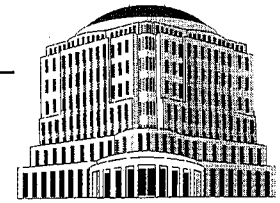
Date: 11/17/15	Time: 2:00 p.m.	Bid Number: RFP15-0330	Location: City of Orlando, 400 S. Orange Avenue, Marlin Conference, 4 th Floor, Orlando, FL 32802
Title: PROCUREMENT/TRAVEL CARD SERVICES			

NAME AND ADDRESS	COMPANY REPRESENTATIVE (NAME, TITLE, PHONE NUMBER, FAX NUMBER)	EMAIL ADDRESS (NECESSARY) (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	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, Accounting and Control	Michelle McCrimmon, Chair	michelle.mccrimmon@ cityoforlando.net	X 2142	
City of Orlando Police Department	MARIA NEFF CAMDEN	maria.neff@cityoforlando.net	407-246-3100	407-246-255
City of Orlando Acctg & Ctrl	Fazie Khan			
CITY OF ORLANDO ACCTG & CONTROL	CYNTHIA DE OLIVEIRA	CYNTHIA.DEOLIVEIRA@ CITYOFORLANDO.NET	407-246-2576	

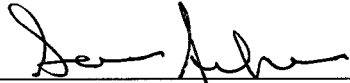

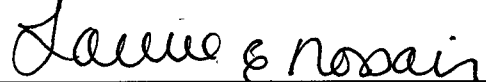
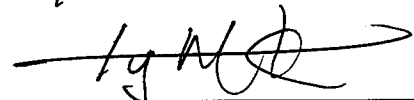
NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

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Procurement & Contracts Division 1st Committee Meeting Sign-In Sheet



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Title: PROCUREMENT/TRAVEL CARD SERVICES			

DEPARTMENT	NAME (PRINT NAME, SURNAME & FIRST INITIAL) (PLEASE SIGN BELOW)	EMAIL ADDRESS (IMPORTANT) (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando Accounts Payable Dept	Sonia Johnson 	Sonia.Johnson@ City of orlando.net	407-246 3247	
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHYE 			
OBFS	LAURIE NOSSAIR 	laurie.nossair@ cityoforlando.net	3538	
OFD	TYSHA RESNICK 	tysha.resnick@ city of orlando.net	3131	

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

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