



CITY OF ORLANDO

July 11, 2016

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Brian Ferrier, Senior Purchasing Agent

SUBJECT: RFP16-0218, Dental Insurance Plan

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of Thursday, June 16, 2016.

Approved:

A handwritten signature in dark ink, appearing to read "David Billingsley", written over a horizontal line.

David Billingsley, CPSM, C.P.M.
Chief Procurement Officer

PROCUREMENT AND CONTRACTS DIVISION

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2nd ADVISORY COMMITTEE MEETING MINUTES
RFP16-0218 – Dental Insurance Plan
June 16, 2016 @ 8:00 a.m.
City Hall - 4th Floor Barracuda Conference Room

VOTING PROPOSAL ADVISORY COMMITTEE MEMBERS PRESENT:

- Jessica Mason, Health Services Financial Manager (Chair)
- Fazal Ibrahim, Benefits and Compensation Analyst Sr.
- Denise Aldridge, Workday Administrator, Business and Financial Services
- Cynthia Merrithew, Employee Benefits Supervisor, Human Resources Division
- Joseph Hinely, Fleet and Facilities Assistant Division Manager

TECHNICAL ADVISORS TO THE PROPOSAL ADVISORY COMMITTEE:

- Janice S. Bush, RobinsonBush Benefits Consultants

PROCUREMENT REPRESENTATIVE:

- Brian Ferrier, Senior Purchasing Agent (Facilitator)
- Jennifer Rosario, Staff Assistant

OTHERS PRESENT:

- None

Brian Ferrier, Senior Purchasing Agent (Facilitator):

- The Facilitator introduced himself.
- He called the Meeting to Order at 8:52 a.m.
- He announced the meeting will be recorded and will become a public record.
- He announced the date, time, location and purpose of the meeting.
- He announced this meeting was publicly posted more than 48 hours in advance.
- He briefly discussed public input (F.S. 286.0114). He announced that public visitors may listen and provide input, not question or answer session.
- He asked all attendees to sign the sign-in sheet.
- He asked the Committee members if they had discovered any information marked "confidential, proprietary, trade secret, etc." None was discovered.
- He asked the Committee members if there was anything discovered that would deem a Proposer Non-responsive or Responsible. None was discovered.
- The Facilitator asked the committee members to approve the minutes from the First Meeting. Discussion ensued.

A motion was made by Denise Aldridge, to accept the minutes from the 1st Committee meeting as amended by the committee. The motion was seconded by Jessica Mason. Discussion ensued. The motion was unanimously carried.

- He turned the meeting over to the chairperson.

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Jessica Mason, Health Services Financial Manager (Chair):

- She introduced herself as chairperson for Proposal Advisory Committee.
- She advised the Committee that a quorum had been established.
- She had all Committee members and others introduce themselves.
- She reminded the Committee members that the meeting will follow Robert's Rules of Order.
- She asked Jan Bush (Technical Advisor) to report on the information received from reference checks. Discussion.
- The chairperson asked Jan Bush (Technical Advisor) to report on financials. Discussion ensued.

A motion was made by Denise Aldridge to distribute the side by side comparison worksheets to Committee members for individual Voting Committee members to review before the next Committee meeting. The motion was seconded by Fazal Ibrahim. Discussion ensued. The motion was unanimously carried.

- The chairperson asked Jan Bush (Technical Advisor) to distribute the Proposer's worksheets.
 - Jan Bush distributed the side by side comparisons of the Proposer's worksheet and RFP attachments to the Committee members.
 - She then explained how to navigate information contained in the spreadsheets as related to the evaluation criteria in the RFP.
 - The Committee members were told to individually review the information in the worksheets and Proposals prior to the next committee meeting.
- The chairperson asked the Committee members if Proposer presentations would be needed. The Committee decided they would determine if Presentations will be necessary at the next Committee Meeting.
- General discussion took place.
- She turned the meeting over to Facilitator.

Brian Ferrier, Senior Purchasing Agent (Facilitator):

- The Facilitator verified that all present signed the sign-in sheet.
- He explained proposal copies and the side-by-side worksheets are to be returned once the committee adjourns. Any marks, comments, etc. on the proposal copies become public record.
- He reminded evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation.

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- The Facilitator then turned the meeting over to the Committee Chair.

Jessica Mason, Health Services Financial Manager (Chair):

- General discussion took place concerning upcoming committee meetings and expectation of next meeting set for June 27 or 29, 2016.
- The Chairperson adjourned the meeting at 9:36 a.m.


These minutes are considered to be the official minutes of the **RFP16-0218 – Dental Insurance Plan**, Committee Meeting held on **June 16, 2016**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Brian Ferrier
Senior Purchasing Agent
Committee (Facilitator)

Review and Accepted by:



Jessica Mason
Health Services Financial Manager
Committee (Chair)