

SECOND ADVISORY COMMITTEE MEETING MINUTES
RFP16-0004
RECREATIONAL MANAGEMENT SYSTEM
OCTOBER 4, 2016, 9:00 A.M.
ORLANDO CITY HALL, SEVENTH FLOOR, LEWKOWICZ CONFERENCE ROOM
400 SOUTH ORANGE AVENUE, ORLANDO, FL 32801

Second Meeting of the Advisory Committee to discuss proposals submitted in response to RFP-0004 Recreational Management System to review and receive input from the committee members.

Voting Proposal Advisory Committee Members Present:

Renee Jackson (Chair), Fiscal Manager, Departmental
Rosemary Flores, Fiscal Manager
Mike Pavelko, Regional Center Manager
David Gancarz, Systems Development Manager

Technical Advisors to the Proposal Advisory Committee:

Oscar Gonzalez, Technology Business Analyst
Rene Santalis Jr., Senior Database Administrator
Jacob Blazsek, Applications Developer V
Pablo Moran, Regional Recreation Specialist
Jason Sugiuchi, Cultural Arts Coordinator
Oneka Burnett, Regional Center Manager

Other City Staff Present:

Brian Ferrier, Senior Purchasing Agent (Facilitator)
Jennifer Rosario, Staff Assistant
Debra Brown, FPR Administration Coordinator
Dawn Chin Shue, W/MBE Office

Others Present (Public):

None

Facilitator – Brian Ferrier, CPPO, Senior Purchasing Agent:

- Introduced himself.
- Called Meeting to Order at 9:08 a.m.
- Announced the meeting will be recorded.
- Stated the date, time and purpose of the meeting.
- Stated this meeting was publicly posted more than 48 hours in advance.
- Reminded all present of the public input procedures (F.S. 286.0114). Announce that public visitors may listen and provide input, not question or answer session.
- Asked all attendees to sign the sign-in sheet.
- Asked the committee to verify that no confidential information has been discovered by the Committee members.
- Stated that all Committee members should have reviewed each proposal for compliance with minimum mandatory qualifications.
- Minutes from the First Meeting will be available and will be presented at the next meeting.

- He turned the meeting over to the chairperson.

Chairperson - Renee Jackson, Fiscal Manager, Departmental:

- Introduces herself as chairperson for Proposal Advisory Committee.
- Advised the Committee that a quorum is established.
- She distributed side-by-side Proposer's worksheets and discussed the information with Committee members. Discussion ensued.
- General Discussion regarding the evaluation factors of the RFP ensued.
- A recess was taken from 9:50 am until 9:55 am.

A motion was made by David Gancarz to shortlist the Proposer's. The motion was seconded by Rose Flores. Discussion ensued. The motion was unanimously carried.

A motion was made by Rose Flores to complete the scoring and ranking of the proposals at this meeting to shortlist the proposers. The motion was seconded by Mike Pavelko. Discussion ensued. The motion was unanimously carried.

A motion was made by David Gancarz to shortlist the top three proposers. The motion was seconded by Rose Flores. Discussion ensued. The motion was unanimously carried.

- The chairperson turned the meeting over to the Facilitator

Facilitator – Brian Ferrier, CPPO, Senior Purchasing Agent:

- He reminded the committee members that proposal copies, side-by-side worksheets, and notes are to be returned once the committee adjourns.
- He reminded the committee to evaluate proposals according to evaluation factors published in the solicitation.
- He reminded the committee that each committee member must independently evaluate each proposal and not to enter discussion with others.
- After review and discussion, Facilitator distributed the Proposal Evaluation Forms to each of the voting members to complete individually. Results were tabulated on a ranking form by Facilitator.
- A recess was taken from 10:54 a.m. to 11:06 a.m.
- The facilitator announced the ranking as follows:

RANK	FIRM
1	Active Network, Inc.
2	Dash Platform, Inc.
3	Recreation Dynamics dba U.S. Direct Inc.
4	eTrac Plus
5	Maximum Solutions, Inc.
6	Vermont Systems, Inc.

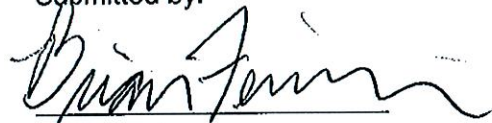
- Facilitator then turned the meeting over to the Committee Chair.

Chairperson - Renee Jackson, Fiscal Manager, Departmental:

- A motion was made by David Gancaerz to accept the ranking of the proposals and recommend to the Chief Procurement Officer to shortlist the top three (3) Proposers in ranked order. The motion was seconded by Rose Flores. Discussion ensued. The motion was unanimously carried.
- A motion was made by Mike Pavelko to schedule presentations-demonstrations with the top three Proposer's. The motion was seconded by Rose Flores. Discussion ensued. The motion was unanimously carried
- Discussion ensued regarding possible presentation dates, agendas, letters, and time allocated.
- The Chairperson adjourned the meeting at 11:45 p.m.

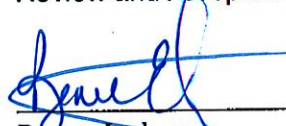
These minutes are considered to be the official minutes of the **RFP16-0004 – Recreation Management System**, Committee Meeting held on **October 4, 2016**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Brian Ferrier
Senior Purchasing Agent
Committee (Facilitator)

Review and Accepted by:



Renee Jackson
Fiscal Manager, Departmental
Health Services Financial Manager
Committee (Chair)