

**2nd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP16-0364 – Digital Evidence Storage System**  
**March 21, 2017 @ 9:30 am**  
**City Hall – 4<sup>th</sup> Floor Tarpon Conference Room**

**VOTING COMMITTEE MEMBERS PRESENT:**

1. Roger Brennan (Chair), Police Lieutenant
2. Susan Manney, Police Deputy Chief
3. David H Gancarz, Systems Development Manager
4. Shawn A Williams, Forensic Video Analyst
5. Dennis Turner, Police Officer

**TECHNICAL ADVISOR COMMITTEE MEMBERS PRESENT:**

1. Todd Berube, Strategy and Architecture Manager
2. Joneshia N Bethea, IT Project Manager I

**PROCUREMENT REPRESENTATIVE:**

- 1) Angela Thomas, Purchasing Agent III (Facilitator)

**OTHERS PRESENT (CITY STAFF):**

- 1) Dawn Chin Shue, W/MBE Office

**OTHERS PRESENT (PUBLIC):**

- 1) None Present

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

**Meeting called to order at 10:01 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.

A motion to approve the minutes from the 1<sup>st</sup> Committee Meeting held February 20, 2017. Motion made by Susan Manney, Police Deputy Chief and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

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

Discussions on the proposals for the following companies ensued:

1. Foray Technologies
2. IBM (International Business Machines)
3. QueTel Corporation
4. TASER International, Inc.

**2nd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP16-0364 – Digital Evidence Storage System**  
**March 21, 2017 @ 9:30 am**  
**City Hall – 4<sup>th</sup> Floor Tarpon Conference Room**

A motion to not conduct Dun and Bradstreet Reports. Motion made by David H Gancarz, Systems Development Manager and seconded by Susan Manney, Police Deputy Chief, all in favor and motion passed.

A motion to short-list the four (4) proposals to two (2) proposals. Motion made by Roger Brennan, Police Lieutenant and seconded by Susan Manney, Police Deputy Chief, all in favor and motion passed.

The Facilitator recorded the committee member scores, ranked the proposers and presented the results to the committee. The firms were ranked by the Advisory Committee in the following order:

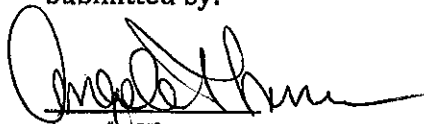
1. Foray Technologies
2. QueTel Corporation
3. TASER International, Inc.
4. IBM (International Business Machines)

A motion to set times for the top two (2) proposers to do presentations the week of May 1, 2017. Angela Thomas to set up the meetings with the Proposers. Motion made by Susan Manney, Police Deputy Chief and seconded by Dennis Turner, Police Officer, all in favor and motion passed.

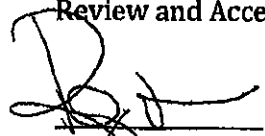
Motion was made to adjourn at **12:08 pm** made by Susan Manney, Police Deputy Chief and seconded by David H Gancarz, Systems Development Manager, all in favor and motion passed.

These minutes are considered to be the official minutes of the **RFP16-0364 – Digital Evidence Storage System**. Committee Meeting held on **March 21, 2017**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:

  
Angela Thomas  
Purchasing Agent III  
Facilitator

Review and Accepted by:

  
Roger Brennan  
Police Lieutenant  
Committee Chair