



SECOND PROPOSAL ADVISORY COMMITTEE MEETING MINUTES

**RFP17-0186
for
PEER SECURITY AND GUEST SERVICES EXPERIENCE HOST
AT CITY VENUES FACILITIES
Tuesday, May 30, 2017, 11:00 A.M.
Amway Center, OIA Blue Conference Room
400 West Church Street
Orlando, FL 32801**

Second Meeting of the Proposal Advisory Committee (Committee) to review and evaluate responsive proposals submitted in response to RFP17-0186.

VOTING PROPOSAL ADVISORY COMMITTEE MEMBERS PRESENT:

Craig Borkon, Venues Assistant Director (Chair)
Clyde Boutte, Venues Division Manager Business Services
Michelle Jenkinson, Orlando Magic
John Sparks, Venues Assistant Stadium Division Manager
Charles Leone, Venues Operations Division Manager

TECHNICAL ADVISORS TO THE PROPOSAL ADVISORY COMMITTEE:

Shannon Clark, Florida Citrus Sports

PROCUREMENT REPRESENTATIVE:

Brian Ferrier, CPPO, Senior Purchasing Agent, (Facilitator)

OTHERS PRESENT:

Janeiro R Coulter, MBE Division Manager

FACILITATOR:

- 1) He introduced himself.
- 2) He called the meeting to order at 11:25 a.m.
- 3) He announced the meeting will be recorded.
- 4) He announced the date, time and purpose of the meeting.
- 5) Announced the meeting was publicly posted more than 48 hours in advance.
- 6) He asked all attendees to sign the sign-in sheet.
- 7) He verified all committee members had a copy of the minutes from the 1st

Committee Meeting.

- 8) He turned the meeting over to the Chair.

CHAIR:

- 1) He introduces himself as Chairperson (Chair) for the Proposal Advisory Committee.
- 2) He advised the Committee that a quorum is established.
- 3) He had all Committee members and others attendees introduce themselves.
- 4) He advised the Advisory Committee will follow Robert's Rules of Order.
- 5) He asked for Brief Discussion and to hold motions for now. Discussion ensued.
- 6) He turned the meeting over to the Facilitator.

FACILITATOR:

- 1) He verified all attendees signed the sign-in sheet.
- 2) He briefly discussed assigned roles and duties of committee members from previous meeting.
 - Presentations
 - D&B Reports
 - References
 - VBE
 - M/WBE
- 3) He reminded the committee members Proposal copies are to be returned once the committee adjourns.
- 4) He reminded the committee members Proposals are confidential and protected for 30 days after opening.
- 5) He reminded the committee members to review each proposal for compliance with minimum mandatory qualifications.
- 6) Committee is to evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation.
- 7) He turned the meeting over to the Chair.

CHAIR:

- 1) He asked for discussion and motions.
- 2) He had Brian Ferrier to discuss Proposer presentations. Discussion ensued.

- A motion was made by John Sparks and seconded by Michelle Jenkinson to not schedule Proposer Presentations. Discussion ensued. The motion passed unanimously.
 - A motion was made by Clyde Boutte and seconded by John Sparks to release Charles Leone from the duty of creating the Proposer Presentation Outline due to the prior motion. Discussion ensued. The motion passed unanimously.
- 3) He had Brian Ferrier report on Proposer references. Discussion ensued.
 - 4) He had Clyde Boutte report on D&B Reports. Discussion ensued.
 - 5) He had Janeiro Coulter report on Minority/Woman Owned Business Enterprise (M/WBE). Discussion ensued.
 - 6) He had Brian Ferrier report on Veteran Owned Business Enterprise (VBE). Discussion ensued.
 - 7) He asked the Committee members to discuss each of the Proposals. Discussion ensued.
- A motion was made by Michelle Jenkinson and seconded by Charles Leone move forward with the scoring and ranking of the proposals. Discussion ensued. The motion passed unanimously.

After review and discussion, Brian Ferrier distributed the scoring sheet to each of the voting members to complete individually. Results were tabulated on a ranking form by Brian Ferrier. The ranking is as follow (ranking tally and scoring sheets are attached):

<u>Rank</u>	<u>Firm</u>
1.	Andy Frain Services, Inc.
2.	Staff Pro, Inc.

- A motion was made by Craig Borkon (Chair) and seconded by John Sparks to accept the ranking of the proposals and recommend to the City Council that the Director of Purchasing negotiate a contract with the Proposers in ranked order, for one contract, until successful. Discussion ensued. The motion passed unanimously.
 - A motion was made by Clyde Boutte and seconded by Charles Leone Horner to accept the minutes as presented for the May 19, 2017, Committee meeting. The motion passed unanimously.
- 8) **The chairperson adjourned the meeting at 11:38 AM.**

These minutes are considered to be the official minutes of the RFP17-0186 Proposal Advisory Committee meeting held on Tuesday, May 30, 2017, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed and Accepted by:

Brian Ferrier, CPPO
Senior Purchasing Agent (Facilitator)

Craig Borkon
Venues Assistant Director (Chair)

Attachment(s): Sign-in Sheets
Scoring and Ranking Worksheets