



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RFP18-0165

INVESTMENT BANKING TEAM

May 14, 2018 at 3:00 p.m.

City Hall – 4th Floor Dolphin Conference Room

The 1st Advisory Committee (Committee) for the above project convened on May 14, 2018, in the Dolphin Conference Room, City Hall. The purpose of this meeting was to review the responsive proposals, and to have general discussions on the upcoming meetings.

COMMITTEE MEMBERS PRESENT:

Katrina Laudeman (Chair), Treasurer, Treasury/OBFS
Michelle McCrimmon, Deputy CFO, CFO/OBFS
James Varnado, Debt Manager, Treasury/OBFS
Bill Spinelli, Controller, Accounting/OBFS
Ashley Connolly, Fiscal Manager, Public Works

TECHINICAL ADVISORS PRESENT

Brent Wilder, Managing Director, PFM
Nick Rocca, Senior Managing Consultant, PFM

PROCUREMENT & OTHER CITY REPRESENTATIVES:

Cindy Jordan, Purchasing Agent III, Procurement and Contracts Division
Chisa Lewis, Contract Compliance Investigator II, Minority/Women Business Enterprise

Actions/Discussion/Motions:

Cindy Jordan (Facilitator) introduced herself and took the following actions:

1. Called the meeting to order at 3:05 p.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised that the Committee was approved and ethics forms were received.
5. Advised the Committee that a quorum was established.
6. Announced that the meeting was publicly posted for more than 48 hours in advance.
7. Asked all attendees to sign the sign-in sheet.
8. Facilitator reviewed Advisory Committee Rules.
9. Reviewed Public Input Procedures - Explained that, though no public representatives were present, policy requires that public input be allowed prior to each vote on non-ministerial motions.

A motion was made by James Varnado, and seconded by Michelle McCrimmon, to accept the Public Input Procedures. The motion passed.

DISCUSSION AND MOTIONS:

Cindy Jordan indicated that there were twenty-three (23) proposals submitted in response to this solicitation. Procurement reviewed these proposals and the following firms will receive consideration as indicated (see attached).

Katrina Laudeman described the project to the Committee and provided to the Committee a sample score sheet for the individual categories as outlined in the RFP. Discussion ensued. Katrina Laudeman will finalize the proposers into the individual categories and present to the Facilitator who will then distribute to the Committee for review and comment at the next Committee meeting.

Cindy Jordan reviewed the VBE participation in the proposals. The proposal from Academy Securities, Inc. is listed as a VBE firm of which was confirmed by Procurement that they are registered with the State of Florida and has an office in the Metropolitan Statistical Area.

Chisa Lewis discussed the M/WBE portion of the proposals. Discussion ensued.

A general discussion ensued regarding the RFP and the proposals submitted.

Cindy Jordan asked the Committee if Dun & Bradstreet (D & B) Financial Reports were needed for each of the proposers. Discussion ensued. The Committee decided that D & B Financial Reports were not needed for this project. A motion was made by James Varnado, and seconded by Ashley Connolly, to forego requesting D & B Financial Reports. Motion passed.

Cindy Jordan asked the Committee if Client Reference Checks were needed for each of the proposers. The Committee decided that Client Reference Checks were not needed for this project. A motion was made by Bill Spinelli, and seconded by Katrina Laudeman, to forego requesting Client Reference Checks. Motion passed.

Cindy Jordan asked the Committee concerning presentations. General discussion ensued. The Committee decided that presentations would not be beneficial for this project. A motion was made by Bill Spinelli, and seconded by James Varnado, to forego presentations. Motion passed.

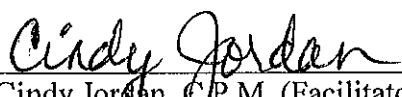
The 2nd Committee Meeting is scheduled for the week of May 28, 2018. The Facilitator will check the Committee's availability before scheduling this meeting.

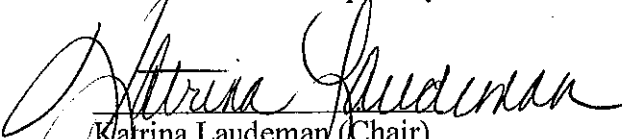
A motion was made by Bill Spinelli, and seconded by Katrina Laudeman, to adjourn the meeting concluded at 3:34 p.m.

These minutes are considered to be the official minutes of the RFP18-0165 Advisory Committee Meeting held on May 14, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed and Accepted by:


Cindy Jordan, C.P.M. (Facilitator)
Purchasing Agent III


Katrina Laudeman (Chair)
Treasurer

Procurement and Contracts Division

Treasury

Attachments:

Sign-in Sheet
Committee Rules
Public Input Procedures
List of Responsive Proposers
Sample Score Sheets for each Category