



1320 SE 25th Loop, Suite 101
Ocala, FL 34471
352 369 2315 FAX 352 369 2475

In partnership with



www.elc-marion.org

RFP COMMITTEE MEETING MINUTES

Date: April 7, 2008
Place: 1320 SE 25th Loop, Suite 101 – Conference Room
Time: 11:00 a.m.

MEMBERS PRESENT

Judy Johnson (RFP Committee Chair), Brenda Ford, Roberta Brant, County Commissioner Barbara Fitos

MEMBERS ABSENT

None

STAFF PRESENT

Roseann Fricks (Executive Director), Tee Rosario (Support Services Director)

OTHER ATTENDEES

None

CALL TO ORDER

Judy Johnson called the RFP Committee meeting to order.

ROLL CALL

Tee Rosario called roll and a quorum was present.

CONSENT AGENDA

The April 6, 2007 RFP Committee Meeting Minutes were accepted into the record as submitted.

DISCUSSION ITEM

RFP for 2008 Summer Programs

Discussion on the floor regarding the proposals received in response to the RFP for 2008 Summer Programs.

A total of seven proposals were received. The proposals received were from:

Fessenden Elementary School	One program
Marion County Children's Alliance	Three programs
Boys and Girls Club	One program
Shores Assembly of God	Two programs

The committee members reviewed each proposal in detail. Final scoring of the proposals did not occur as the members requested additional clarification on all the proposals except the proposal received from Fessenden Elementary School.

Recap

- Seven proposals were submitted.
- There is \$115,000 available for funding the summer programs.
- The programs that receive funding will be monitored every other week.

- The Committee consensus was to waive the requirement of the signature of the Board of Directors Chair.
- The Committee requested that Roseann Fricks acquire additional information/clarification from the Boys and Girls Club, Shores Assembly of God and MCCA (listed below) to be received at ELCMC by COB Friday, April 11, 2008.
- As Roseann Fricks acquires the information requested from the Committee, the information will be forwarded via e-mail to the Committee.
- A follow up RFP Committee is scheduled for Thursday, April 17, 2008 at 8:30 a.m. The committee will score each proposal at the meeting and finalize recommendations to be submitted to the Coalition Board of Directors when they meet on April 24, 2008.

The committee members provided specific direction to staff on additional information to receive from the proposals. Roseann Fricks will request clarification as requested by the committee members.

OTHER BUSINESS

- o The Committee requested that the following statement be deleted from the Rating Form for future RFPs: *“Does the proposal contain original signatures of the Executive Director/Chief Executive Officer AND Chair of the Board of Directors? ____ Yes ____ No ____ N/A If no, the RFP cannot be considered as complete and responsive. Do not continue the evaluation.”*
- o In the past the Committee has requested additional information/clarification on proposals submitted. The Committee has the flexibility when determining funding options for the proposals.
- o In FY 2006-2007, ELCMC received more proposals than this FY. Last year ELCMC staff was directed by the ELCMC Board of Directors to meet with recipients not awarded funds to provide one on one technical assistance for their use in the future.

Public Comment

None

Adjournment

The meeting adjourned with no further discussion. The motion carried unanimously.

Note taker: Tee Rosario

Signature on file _____	6/11/08 _____
Approved by _____	Date _____