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## RFP COMMITTEE MEETING MINUTES

Date: March 18, 2010  
Time: 8:30 a.m.  
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

### MEMBERS PRESENT

Judy Johnson (RFP Committee Chair), Roberta Brant

### MEMBERS ABSENT

Brenda Ford

### STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Sherry Doyle (Finance Director), Tee Rosario (Support Services Director)

### OTHER ATTENDEES

Brandi Cooney (Early Learning Manager, Childhood Development Services, Inc. (CDS)), Curt Bromund (Chief Executive Officer, CDS), Carol Eurtion (Chief Program Officer, CDS), Michele Faile (Early Learning Program Coordinator, CDS), Ed Jones (Financial Manager/Budget Analyst, CDS), Theresa Matheny (VP of Family & Provider Services, Episcopal Children's Services (ECS)), Pastor John Delcamp (Shores Assembly of God)

### CALL TO ORDER

Judy Johnson called the meeting to order.

### ROLL CALL

Tee Rosario announced the meeting had been properly noticed; she called roll and a quorum was present.

### Attendees introduced themselves.

### CONSENT AGENDA

*Roberta Brant moved and Judy Johnson seconded the approval of the Consent Agenda. The Consent Agenda included the April 17, 2008 RFP Committee Meeting Minutes. The motion carried unanimously.*

### DISCUSSION ITEM

#### **Responses to the RFP for SR and VPK Services for FY 2010 – 2013**

- Judy Johnson discussed the scoring guidelines in detail. This is the first time components are separate and reviewed individually.
- It is anticipated that a second RFP Committee meeting will be required to finalize the scores for the responses received.
- Brenda Ford will be forwarded specific financial questions regarding the responses because of her expertise.
- The following responses to the RFP for SR and VPK Services for FY 2010 – 2013 were received for specific components:
  - Sun Digital, Inc. – IT Services
  - CDS – all components
  - ECS - all components
    - Support letters for ECS were distributed as a handout to the Committee for review.

The committee decided to review the IT Services Responses and the VPK Services responses.

After lengthy discussion on those two responses, the members made the decision to schedule another meeting for Monday, March 29, 2010 at 1:00 P.M. to continue discussion of the responses to the RFP.

The results of the discussions today included:

Members agreed not to discuss scoring any of the responses at this time. It is anticipated scoring will take place at the meeting on March 29<sup>th</sup>.

Members did discuss the fact that the scoring sheets do not allow members to appropriately evaluate responses that are received below the \$25,000 threshold. A response was received for one component of the RFP and the total amount of the response is \$7,500. This means the requirements of the RFP do not apply to this response because of the dollar amount.

**OTHER BUSINESS**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

*The meeting adjourned with no further discussion.*

Note taker: Tee Rosario

Approved By

<u>(signature on file)</u>	<u>4/14/10</u>
Signature	Date