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www.elc-marion.org

RFP COMMITTEE MEETING MINUTES

Date: April 27, 2010
Time: 1:30 p.m.
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

MEMBERS PRESENT

Brenda Ford, Judy Johnson (RFP Committee Chair)

MEMBERS ABSENT

Roberta Brant

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 Eurton (Chief Program Officer, CDS), Michele Faile (Early Learning Program Coordinator, CDS), Ed Jones (Financial Manager/Budget Analyst, CDS), Dave McCollister (IT Director, CDS), Audrey Webber (Director of Finance, CDS), Theresa Matheny (VP of Family & Provider Services, Episcopal Children's Services (ECS)), Raijah Hayes (Director of Grants and Research, ECS)

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.

CONSENT AGENDA

Brenda Ford moved and Judy Johnson seconded the approval of the Consent Agenda. The Consent Agenda included the April 5, 2010 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 system for the RFP for SR and VPK Services.
- Roberta Brant was unable to attend today's meeting but subsequent to the last RFP Committee meeting she sent Roseann Fricks an e-mail discussing her interest in bringing several services in-house. Roberta Brant's justification is that the cost savings are significant. She supports having specific SR and VPK services as detailed by ELCMC staff at the ELCMC level as her first choice.
 - Some of the information requested by Roberta Brant was the number of other early learning coalitions that are providing services in-house.
 - Historically ELCMC has contracted with CDS to provide services.
 - Based on the ability to realize significant savings, staff recommends specific SR and VPK services be brought in-house. Roseann Fricks does not recommend that all SR and VPK services be provided in-house at this time.
 - A spreadsheet was created with CCR&R, provider payments (SR and VPK) and SR quality services information being provided in-house at the ELCMC level.
 - Before the information was forwarded to the RFP Committee, Roseann Fricks met with Mark Imes, Board Chair to discuss this option and the details. Chair, Mark Imes expressed his support of this decision and requested the information be forwarded to the members of the RFP Committee.
- Due to Roberta Brant's request, the RFP Committee is unable to continue discussion of the responses received for SR and VPK services at this time. Roberta Brant's request must be addressed.

- The RFP Committee was initially charged with reviewing responses from the entities that submitted a response.
- Scoring sheets have not been completed by two out of the three RFP Committee members therefore the RFP Committee is unable to fulfill the task for which the RFP Committee was called to order. RFP Committee had already determined that the IT Services should be looked at as an outside vendor in provision with the Procurement policy.
 - Roseann Fricks discussed that Sherry Doyle has acquired the information requested by the RFP Committee and a spreadsheet with the information requested was forwarded to the RFP Committee for their review.
- Brenda Ford discussed that information to bring several services in-house was discussed at the April 14th Executive Committee meeting.
- The RFP Committee recessed for 10 minutes.
- Judy Johnson apologized to the guests for the inability of the RFP Committee to move forward today.
- Judy Johnson requested that scoring sheets be completed and submitted to ELCMC staff by Brenda Ford and Roberta Brant by Friday, April 30th before the RFP Committee meets again.
 - An additional RFP Committee meeting will be scheduled for next week, Tuesday, May 4th at 1:30 p.m. to finalize a recommendation for the Executive Committee members. The Executive Committee's recommendation will be presented at a special Board meeting to be held on Thursday, May 20th.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned with no further discussion.

Note taker: Tee Rosario

Approved By

<u>(Signature on file)</u>	<u>5/12/10</u>
Signature	Date