

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RFP #E-02-21  
Pompano Beach Fire Rescue Medical Director**

**10:11 a.m. 11/12/2020**

The committee consisted of:

Chad Brocato, Fire Chief (Voting)  
Frank Galgano, Assistant Fire Chief (Voting)  
Michael Hohl, Assistant Fire Chief (Voting)  
Jean Lafalaise, Fire Administrative Services Manager (Voting)

Also in attendance: Jeff English and Tammy Thompkins, Purchasing Agents (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for a Medical Director to provide medical direction services to the City for the entire Pompano Beach Fire Rescue (PBFR) and Emergency Medical Services (EMS) system. The meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Five (5) firms submitted responses to the City's Request for Proposals.

Frank Galgano led the technical discussion. Purchasing reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member had reviewed all of the responses in advance of the meeting. One of the five (5) responding firms was declared non-responsive, and was removed from discussion, for failure to meet minimum requirements stated in the solicitation. The Committee discussed each of the four (4) responsive proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Richard J Paley MD LLC. ....	382
(2)	JC EMS Services LLC .....	349
(3)	John Halpern DO PA .....	348
(4)	Cambridge Consulting Group .....	272

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with the highest ranked firm Richard J Paley MD LLC.

The meeting adjourned at approximately 11:46 a.m.