

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-34-17
Financial Advisory Services**

**Commission Chambers Conference Room
100 West Atlantic Boulevard, Pompano Beach, 33060
2:00 p.m. 08/30/17**

The following voting members of the committee were present:

Erjeta Diamanti: Budget Officer

Andrew Jean-Pierre: Finance Director

Suzette Sibble: Assistant City Manager

Also in attendance: Jeff English: Purchasing Agent, Antonio Pucci: Contract Manager,
non-voting members

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide financial advisory services to the City on a continuing as-needed basis. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Two (2) firms submitted responses to the City's Request for Proposals (RFP).

Andrew Jean-Pierre led the technical discussion. The Purchasing Agent 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. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

- 1) First Southwest div. of Hilltop Securities.272
- 2) PFM Financial Advisors LLC268

A copy of the voting matrix is attached.

The Committee reviewed the results, and decided oral presentations would not be required. The meeting adjourned at approximately 2:38 p.m.