

**MINUTES
SELECTION / EVALUATION COMMITTEE**

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

**Commission Chambers Conference Room
100 West Atlantic Boulevard, Pompano Beach, 33060
2:03 p.m. 9/29/17**

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, non-voting member

The meeting was held to include in the evaluation scoring an omitted reference that was submitted after business hours, but prior to the proposal deadline.

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.

Having reviewed the responses and discussed the proposals, each committee member modified their scoring of the responses using the same voting forms from the August 30th meeting, with the following results:

- 1) First Southwest div. of Hilltop Securities268
- 2) PFM Financial Advisors LLC 270

A copy of the voting matrix is attached.

The Committee reviewed the results, and decided to request presentations of the two firms. The Committee agreed each firm should be given identical issues to address in their presentation, with the discussion points to be confirmed via email to the Purchasing Agent. Up to twenty minutes would be allowed for each presentation, with ten minutes scheduled for questions from the Committee. The meeting was scheduled for a future date to be determined based upon availability of the Committee members.

The meeting adjourned at approximately 2:20 p.m.