

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-06-18
Pompano Beach Fire Rescue Medical Director
Commission Chambers Conference Room
100 W. Atlantic Boulevard, Pompano Beach, FL
1:30 p.m. 11/27/2017**

The committee consisted of:

Frank Galgano, EMS Division Chief (Voting)
Michael Hohl, Assistant Fire Chief (Voting)
Jean Lafalaise, Fire Budget Director (Voting)

Also in attendance: Cassandra LeMasurier, Purchasing Supervisor

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. Three firms submitted responses to the City's Request for Proposals.

Frank Galgano led the technical discussion. The Purchasing Supervisor 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)	Michael Farrell, M.D.	287
(2)	John Halpern DO PA	254
(3)	JC EMS Services LLC	222

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 Michael Farrell, M.D.

The meeting adjourned at approximately 3:35 p.m.