

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-08-20
Disaster Recovery Management Services
Zoom Virtual Webinar
9:00 a.m. 07/01/2020**

The committee consisted of:

Brian Donovan, Assistant City Manager (Voting)
Andrew Jean-Pierre, Finance Director (Voting)
Jean Lafalaise, Fire Administration Services Manager (Voting)
Kimberly Spill-Cristiano, Emergency Manager (Voting)
Also in attendance: Jeff English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide disaster recovery management services to the City on a stand-by 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. Four (4) firms submitted responses to the City's Request for Proposals (RFP).

Kimberly Spill-Cristiano 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)	Witt O'Brien's, LLC.....	362
(2)	Thompson Consulting Services.....	339
(3)	Tetra Tech.. ..	334
(4)	True North Emergency Management, LLC.	257

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 Committee's recommendation to the City Commission for their approval to negotiate a contract with the highest ranked firm as detailed above. Further authorization will be requested to continue with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm.

The Committee meeting adjourned at 10:24 a.m.