

RFP 2023-RFP-011 Selection Committee Meeting March 28, 2023 Minutes

Selection Committee for the above-mentioned RFP held a selection committee strategy meeting on Tuesday, March 28, 2023 commencing at 2:30 p.m. in the City Commission Conference Room, 3rd floor, 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Terry Dennis; Greg Finch; Michael Musick, Commissioner.

Other Attendees: Mike Brossart, Finance Director; Barbara Henry, Chief Accountant; Gina Jacobi, Asst GM – Fiscal Operations; Deidra Joseph, Assistant Finance Director; Mark Raiford, Purchasing Manager; Willem Strauss, Controller; Tara Walls, Senior Purchasing Agent.

Discussion: Mike gave a brief introduction to the committee about the process, then Tara & Mark explained the purpose of the strategy meeting was to go over the new OpenGov system and the process for scoring that will be used for this RFP.

Everyone was able to get logged in to OpenGov and see the scoring criteria and the process for scoring. The next meeting is scheduled for Monday, April 3rd and all committee members will have their scoring completed by that time. There being no further business to come before the Committee, the meeting was adjourned at 3:56 p.m. These minutes are the official minutes of the Selection Committee meeting held on Tuesday, March 28, 2023.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**

RFP 2023-RFP-011 Selection Committee Meeting April 3, 2023 Minutes

Selection Committee for the above-mentioned RFP held a selection committee meeting on Monday, April 3, 2023 commencing at 1:30 p.m. in the City Commission Conference Room, 3rd floor, 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Terry Dennis; Greg Finch; Michael Musick, Commissioner.

Other Attendees: Mike Brossart, Finance Director; Barbara Henry, Chief Accountant; Gina Jacobi, Asst GM – Fiscal Operations; Deidra Joseph, Assistant Finance Director; Brent McLain, Chief Accountant; Mark Raiford, Purchasing Manager; Tara Walls, Senior Purchasing Agent.

Discussion: Tara explained the purpose of today’s meeting was to discuss the submittals received, tally scoring/ranking and determine if presentations are desired. There was discussion by most committee members. All committee members submitted their score sheets and the results are as follows:

Firms	Score	Ranking
Purvis Gray and Co LLP	283.5	1
MSL PA	276	2
Crowe LLP	222	3

The committee had discussion regarding the selection of firms. The committee decided to invite the top two ranked firms to give a presentation as we continue through the selection process. The presentations are to be scheduled on April 19th. Tara will work with the committee to get the criteria/questions to be sent to firms prior to the presentation. There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. These minutes are the official minutes of the Selection Committee meeting held on Monday, April 3, 2023.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**

RFP 2023-RFP-011 Selection Committee Meeting April 19, 2023 Minutes

Selection Committee for the above-mentioned RFP held a selection committee meeting on Wednesday, April 19, 2023 commencing at 8:08 a.m., in the City Commission Conference Room, 3rd floor at City Hall, located at 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Terry Dennis; Greg Finch; Michael Musick, Commissioner.

Other Attendees: Mike Brossart, Finance Director; Barbara Henry, Chief Accountant; Gina Jacobi, Asst GM – Fiscal Operations; Deidra Joseph, Assistant Finance Director; Mark Raiford, Purchasing Manager; Willem Strauss, Controller; Tara Walls, Senior Purchasing Agent.

Discussion: Tara and Mark commenced each presentation with a brief overview of the process and explained that this meeting was closed to the public and being recorded according to Florida statutory requirements.

MSL PA	8:12 A.M. – 8:50 A.M.
Purvis Gray and Co LLP	9:12 A.M. – 9:40 A.M.

After the presentations, the committee took a break for scoring and reconvened at 10:15 A.M. with two members of the public in attendance. The committee had some discussion and then submitted their scoring/ranking. The results of the Written Responses & Presentation scores are as follows:

<u>Firms</u>	<u>Score</u>
MSL PA	565
Purvis Gray and Co LLP	565.95

The committee had some discussion regarding the scoring and came to a consensus to move forward with negotiating a contract with MSL PA, upon City Commission approval. There being no further business to come before the Committee, the meeting was adjourned at 10:42 A.M. These minutes are the official minutes of the Selection Committee meeting held on Wednesday, April 19, 2023.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**