

RFP 2210A Selection Committee Meeting August 1, 2022 Minutes

Selection Committee for the above-mentioned RFP held a strategy meeting on Monday, August 1, 2022 commencing at 1:09 p.m. in the Building Inspection Conference Room, City Hall, 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Sara Follet, Computer Applications Specialist; Teresa Maio, Asst Director of Community Development; Dale Marquardt, Chief Building Inspector; Sanyqua Marshall, Code Enforcement Manager; Brandon Neel, Systems Analyst.

Other Attendees: Tara Walls, Senior Purchasing Agent; Linda Alspaugh, Purchasing Agent.

Discussion: Tara explained the purpose of today's meeting was to discuss the upcoming RFP evaluation process, including Selection Committee Procedures, the scoresheet and timeline. Tara went over procedures of the committee (Do's & Don'ts). Brandon explained the scoresheet. Committee members had a few questions regarding schedule and scoring. Brandon will email the scoresheets to the committee once he enters the cost and Sect 6.3 (once Tara confirms). Tara will check the calendar to schedule the publicly noticed meeting in approximately three weeks.

There being no further business to come before the Committee, the meeting was adjourned at 1:46 p.m. These minutes are the official minutes of the Selection Committee meeting held on Monday, August 1, 2022.

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