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**RFP (Request for Proposal)
COMMITTEE MEETING
Caddyshack Restaurant (meeting room) at World Golf Village
February 21, 2019
10:30 am
TENTATIVE AGENDA**

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Review of Minutes – January 24, 2019 RFP Committee Meeting**
- IV. Review of the RFP “Ground Rules”**
- V. Review of RFP Evaluation Scoring Tools and Completion of “Evaluation Score Sheet Tabulations” for the “Request for Proposal #ELCNF-19/20-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services”**
- VI. Calculation and Verification of Final Scores**
- VII. Ranking of Proposals**
- VIII. Committee Discussion and Final Recommendation (to include review of all ELC advertising and subject of re-soliciting)**
- IX. Committee Members Question and Answer Session**
- X. Next Meetings (as it pertains to this RFP/Contract) – *dates/times subject to change.***
 - March 13, 2019, 10:30 a.m. - Board Meeting (approval of committee award recommendation)
 - June 19, 2019, 10:30 a.m. - Board Meeting (approval of contract)
- XI. Adjournment***

***Action Item**



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I. Call to Order/Roll Call

II. Public Comment

III. Review of Minutes- January 24, 2019 RFP Committee Meeting

RFP Procurement Committee Meeting

Caddyshack Restaurant (meeting room) at World Golf Village
January 24, 2019
10:30 a.m.

ATTENDANCE

Committee Members Present:

Myrna Allen
Vina Delcomyn
Joy Stanton

Coalition Staff Present

Dawn E. Bell, CEO
Rhonda Cody, Office Manager
Tajaro Dixon, Grants & Operations Manager

Committee Members Absent:

Theresa Little

Others Present:

Teresa Matheny, Episcopal Children's Services



CALL TO ORDER/ROLL CALL

T. Dixon called the meeting to order at 10:45 a.m. Roll was called; 3 of the 4 committee members were in attendance.

PUBLIC COMMENT

No comment.

REVIEW OF MINUTES

T. Dixon asked committee members to review the November 7, 2018 RFP Procurement Committee Meeting Minutes. Members did not have any comments; this was informational only.

CONFLICT OF INTEREST QUESTIONNAIRES

New Conflict of Interest Questionnaires were handed out to committee members and staff involved. New questionnaires needed to be completed indicating the proposer's name on the form.

RFP BID OPENING SIGN-IN LOG AND RFP COMMITTEE SIGN-IN LOG

It was verified that the log was signed by all parties in attendance including the public.

SOLICITATION RESPONSE RECEIPT LOG (handout)

The log was presented to the committee, showing one response received from Episcopal Children's Services.

RFP "GROUND RULES"

T. Dixon summarized the Initial RFP Procurement Committee "Ground Rules". A copy was also provided in the committee packet.

PUBLIC OPENING OF PROPOSALS

R. Cody and V. Delcomyn opened the boxes from the proposer and verified that they submitted the required one original, four copies, and five electronic copies. The proposer had submitted the required documentation; this was witnessed by M. Allen.

FATAL CRITERIA CHECKLIST

R. Cody completed the Fatal Criteria Checklist and tested all of the proposal flash drives as a staff member and J. Stanton as a committee member. The proposer submitted all fatal criteria.

REVIEW OF SUPPLEMENTAL INFORMATION

Included in the committee packet for committee review were; OEL Program Guidance 250.01, RPF Amendment 1, the OCA-working definitions, and individualized score sheets. T. Dixon handed out the Individualized Score Sheet Packets as well as the ELCNF flash drives to the committee members. T. Dixon went over the contents of the ELC flash drives and described how to use the Proposer's "cross reference table" to help in the evaluation process.

COMMITTEE MEMBER Q&A

No Comments

PUBLIC COMMENT

No Comments.

NEXT MEETINGS

February 21, 2019, 10:30 a.m. - Final RFP Procurement Committee Meeting (score review and compilation, ranking of proposals, and final recommendation)

March 13, 2019, 10:30 a.m. - Board Meeting (approval of committee recommendation)

June 19, 2019, 10:30 a.m. - Board Meeting (approval of contract)

ADJOURNMENT*

J. Stanton motioned for adjournment at 11:38 a.m; V. Delcomyn seconded the motion.

Minutes recorded by Rhonda Cody, Office Manager

IV. Review of the RFP “Ground Rules”

Final RFP Committee Meeting
for the
Early Learning Coalition of North Florida, Inc.

REQUEST FOR PROPOSAL #ELCNF – 19/20 – 001

for the Delivery of School Readiness and Voluntary Prekindergarten Services:
Child Care Resource and Referral, Inclusion, Quality Support Services,
Eligibility and Enrollment, and Fiscal Administration

The main purpose of the Final RFP Committee Meeting is to receive and record all evaluation scores. The Procurement Manager must ensure that the reported scores are the **weighted values** for each criterion.

It is not essential that uniformity in scoring be achieved. However, it is important to ensure that all evaluators have considered the same reference sources when scoring the information presented in the responses. Evaluators may use this opportunity to revise their scores based upon the discussions from these activities. It is *also* acceptable for scores to remain unchanged.

It is at this meeting that the Procurement Manager logs in and records all scores on a spreadsheet and calculates those scores according to the evaluation methodology outlined in the solicitation document. **One other committee member or staff person will witness the scores as they're recorded and will double-check the final score calculations.**

The following activities should occur prior to the conclusion of the meeting:

1. The Procurement Manager will confirm that no one has tried to influence any of the evaluators and that they have exercised their own independent judgment in scoring each response independently of any other.
(At this time – confirm this with each committee member by asking these two questions: “Has anyone tried to influence any of you? Have each of you exercised your own independent judgment in scoring each of the solicitation responses?”)
2. The Procurement Manager will fill out a spreadsheet with the names of the evaluators across the top and the number of the evaluation criterion down the left side. Each evaluator will be asked in turn for the score given to each criterion. The Procurement Manager will verbally repeat the score for validation prior to recording it. Then a witness will watch the Procurement Manager record the score. If the scores are reasonably consistent nothing further need be done with the evaluators.
3. If the weighted scores are significantly disparate the sole function of the Procurement Manager is to allow each evaluator to point out where in the response he or she found the material which was the basis of his score. If an evaluator has recorded a raw score of “0” or “1”, it is requested that the evaluator alert the Procurement Manager of this, so that the other evaluators may assist by sharing where they found the material to render a

different score. It is important to note here that the weighted numerical value of the score is not to be questioned. It is only the disparate nature of the score that can be reviewed.

4. No pressure is to be placed upon any evaluator to change any score. The purpose of this exercise is to ensure that each evaluator, regardless of the score, determined that score based upon the same material within the response and not upon material that did not apply or material omitted by others.
5. Should a discrepancy exist, evaluators should be given additional time to review the newly discovered material, and to determine independently whether a change in their individual score is appropriate.
6. **NO SCORE IS TO BE CHANGED SIMPLY BECAUSE IT DOES NOT AGREE WITH MOST OF THE OTHER SCORES GIVEN BY OTHER EVALUATORS.** To do so would be to exert undue influence upon the judgment of the evaluator -- a procedure that is to be avoided at any cost.
7. Once the scoring tabulation sheet is filled out and a score recorded for each criterion for each evaluator, the individual score sheets are collected and placed into the procurement file.
8. The individual scores are to be tabulated and averaged in the presence of at least one witness. After the witness has verified the calculations, the final score for each provider should be listed in rank order in the evaluation team's recommendation that will be submitted to the Coalition C.E.O. and the Board of Directors for review and for a final contract award decision.
9. All Evaluators must write their names on their proposals (both hard copy and thumb/flash drive, if possible) and return them to the Coalition for the procurement records.

**V. REVIEW OF RFP EVALUATION (SCORING) TOOLS
AND COMPLETION OF
“EVALUATION SCORE SHEET TABULATIONS”
for the “Request for Proposal #ELCNF-19/20-001 for the
Delivery of School Readiness and
Voluntary Prekindergarten Services”**

VI. CALCULATION AND VERIFICATION OF FINAL SCORES

VII. RANKING OF PROPOSALS

**VIII. COMMITTEE DISCUSSION AND FINAL
RECOMMENDATION (TO INCLUDE REVIEW OF
ALL ELC ADVERTISING AND SUBJECT OF RE-
SOLICITING)**

IX. COMMITTEE MEMBERS QUESTION AND ANSWER SESSION

X. Next Meetings (as it pertains to this RFP/Contract)-*Dates/Times subject to change.*

- **March 13, 2019, 10:30am**—Board Meeting
(approval of committee award recommendation)
 - **June 19, 2019, 10:30am**—Board Meeting
(approval of contract)
-

XI. Adjournment*

***Action Item**