

Early Learning Coalition of North Florida, Inc.

**RFP Procurement Committee Meeting**

Caddyshack Restaurant (meeting room) at World Golf Village

September 21, 2021

11:00 a.m.

**ATTENDANCE**

**Committee Members Present:**

Theresa Little

Joy Stanton

Renee Williams

**Coalition Staff Present**

Dawn E. Bell, CEO

Rhonda Cody, Office Manager

Tajaro Dixon, Grants & Operations Manager

**Committee Members Absent:**

Whitney Kersey Graves

**Others Present:**

Brittany Spangler, Episcopal Children's Services



**CALL TO ORDER/ROLL CALL**

T. Dixon called the meeting to order at 11:10 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 July 21, 2021 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. All were received.

**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.

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## **PUBLIC OPENING OF PROPOSALS**

R. Cody 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 recorded by J. Stanton and witnessed by R. Williams.

## **FATAL CRITERIA CHECKLIST**

R. Cody completed the Fatal Criteria Checklist and T. Dixon tested all of the proposal flash drives. All flash drives with all of the documents worked properly. The proposer submitted all fatal criteria.

## **REVIEW OF SUPPLEMENTAL INFORMATION**

Included in the committee packet for committee review were: OEL Program Guidance 250.01 working definitions, Individualized score sheets, Cross Reference Table (sample) and Proposer Question and Answer log(s). 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**

**November 2, 2021, 11:00 a.m., Caddyshack Restaurant, WGV - Final RFP Procurement Committee Meeting** (score review and compilation, ranking of proposals, and final recommendation)

**December 1, 2021, 2:00 p.m., Caddyshack Restaurant, WGV - Board Meeting** (approval of committee recommendation)

**Either March 9, 2022 or June 8, 2022, 10:30 a.m. - Board Meeting**, Renaissance WGV Convention Center (approval of contract resulting from RFP)

## **ADJOURNMENT\***

J. Stanton motioned for adjournment at 11:48 a.m; T. Little seconded the motion.

**Minutes recorded by Rhonda Cody, Office Manager on October 5, 2021**