

**RFP-001015 Committee Meeting April 10, 2014 Minutes**

Evaluation Committee for **Banking Services; Contract No. 001015**, held a duly noticed meeting on Thursday, April 10, 2014, commencing at 1:06 p.m. in the Sandpiper Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

**Committee Members Present:**

Lisa Lumbard, Interim CFO  
Michael Carlisle, Assistant Finance & Accounting Manager  
Marc Ventura, Assistant Finance & Accounting Manager  
Paul Schatz, Manager of VES & Special Projects

**Other Attendees:**

Robert Johnson, Manager of Procurement

**Discussion:**

Robert commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the present committee members reviewed and executed. Robert continued explaining the RFP process and the purpose of today's meeting was to conduct a shortlisting of proposals.

Robert continued and stated that he had Legal review the comments contained within the sole submittal and that it was determined that the comments did not constitute a material departure from the sample Agreement and that it could be worked out if there was a recommendation for award.

Furthermore, Robert stated the use of scoring sheets was like a checklist for the committee members during the review and that due to receiving only one submittal the actual scoring would be up to the committee to utilize the score sheets or vote verbally. The committee unanimously decided to vote verbally.

Robert then opened the floor for discussion by the committee on the technical proposal submitted. Committee members agreed that there was no concerns found during the review and unanimously agreed to shortlist the sole submittal, Wells Fargo.

Robert then opened the Price Proposal and passed out the copies for the committee review. General discussion ensued and the committee unanimously agreed to accept the Price Proposal in the amount of \$4,119,913.00.

The committee then voted and unanimously agreed to recommend to the Board award of the Agreement to Wells Fargo.

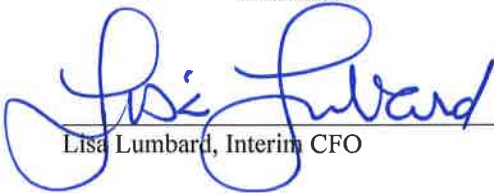
There being no further business to come before the Committee, the meeting was adjourned at 1:24 p.m. These minutes are considered to be the official minutes of the Evaluation Committee of its meeting held Thursday, April 10, 2014.

Submitted by:



Robert Johnson, Manager of Procurement

On behalf of the Evaluation Committee these minutes have been review and approved by:



Lisa Lumbard, Interim CFO

Disclosure Form for Evaluation Committee Members

For this purpose, the term "relative" includes the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister or any person having the same legal residence as the employee.

The term "principal" means anyone who shares in the profits of the entity or whose compensation might vary based on the award or performance of the project.

The term "employed by" includes any receipt of compensation for services.

"May submit a proposal," means planning to submit, or considering submission. If you don't know, ask.

Persons serving on a selection committee in a solicitation process should be able to answer all the following questions in the negative. If the answer is affirmative, please explain below:

- 1. Are you, your spouse, child or anyone living in your household currently Employed by any entity that may submit a proposal? Yes [ ] No [X]
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? Yes [ ] No [X]
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? Yes [ ] No [X]
4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal? Yes [ ] No [X]
5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over \$100 from any entity, or a principal of any entity that may submit a proposal? Yes [ ] No [X]
6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months? Yes [ ] No [X]
7. Do you know of any reason that would impact your impartiality with respect to this solicitation? Yes [ ] No [X]

If you answer yes to any of these questions, please explain below
Additional comments \_\_\_\_\_

If the answer to any of the foregoing questions is "yes," then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, Marc Ventura, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

Marc Ventura (Signature)

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Persons serving on a selection committee in a solicitation process should be able to answer all the following questions in the negative. If the answer is affirmative, please explain below:

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Are you, your spouse, child or anyone living in your household currently Employed by any entity that may submit a proposal?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over \$100 from any entity, or a principal of any entity that may submit a proposal?                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Do you know of any reason that would impact your impartiality with respect to this solicitation?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answer yes to any of these questions, please explain below  
Additional comments \_\_\_\_\_

If the answer to any of the foregoing questions is "yes," then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, Paul Schatz, hereby certify that I have read and understand the Orlando-Orange County  
(Name)

Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

[Signature]  
(Signature)

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| 7. Do you know of any reason that would impact your impartiality with respect to this solicitation?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answer yes to any of these questions, please explain below  
Additional comments \_\_\_\_\_

If the answer to any of the foregoing questions is "yes," then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, Mike Carlisle, hereby certify that I have read and understand the Orlando-Orange County  
(Name)

Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

  
(Signature)

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If you answer yes to any of these questions, please explain below  
Additional comments \_\_\_\_\_

If the answer to any of the foregoing questions is "yes," then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, Lisa Lombard, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

Lisa Lombard  
(Signature)