

**RFP-001298 Evaluation Committee Meeting September 27, 2017 Minutes**

Evaluation Committee for **Public Information Services; RFP-001298**, held a duly noticed meeting on Wednesday, September 27, 2017, commencing at 10:00 a.m. in the Sandpiper Conference Room at the CFX Administrative Bldg., Orlando, Florida.

**Committee Members:**

Angela Melton, Manager of Communications  
Iranetta Dennis, Director of Supplier Diversity  
Brian Hutchings, Sr. Communications Specialist  
Michele Maikisch - Advisor

**Committee Member Absent**

Don Budnovich, Director of Maintenance

**Other Attendees:**

Aneth Williams, Director of Procurement  
Emily Brown, CFX  
Kelli Biandudi, CFX  
Christie Seabury, CFX  
Mary Brooks, QCA  
Mike Wacht, Global-5  
Mike Hamill, Global-5

**Discussion and Motions:**

Aneth commenced the meeting with introductions, collection of the committee member disclosure forms, and explaining the RFP process and the purpose of today's meeting was to evaluate and shortlist the submittals for Public Information Services.

**Proposal Evaluation Portion:**

Aneth stated the meeting is open to the public in accordance with Florida Statute. The committee members were given the opportunity to discuss the technical proposals prior to submitting their evaluation forms.

General Discussion ensued about Public Information Services and the role they play. The committee members submitted their evaluations for tallying. The score sheets were tallied utilizing the raw scores assigned by each committee member for each Proposal received. Attached are the summary results of the individual committee member scores.

The Committee members unanimously agreed to shortlist and invite all three (3) Proposers for Oral Presentation and interview on October 11, 2017. Aneth stated that Procurement would notify Proposers of the invitation and that they would be invited alphabetically. The oral presentation will be thirty minutes in length followed by up to fifteen minutes of questions by the Committee, commencing at 9:00 a.m. on October 11, 2017, in the Pelican Conference Room.

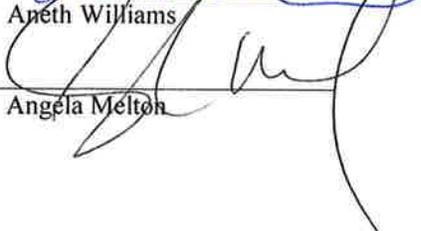
They're being no other business to come before the Committee; the meeting was adjourned at 10:35a.m.

These minutes are considered to be the official minutes of the Technical Review Committee meeting held Wednesday, September 27, 2017, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:

  
Aneth Williams

Approved by:

  
Angela Melton

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

**EVALUATION COMMITTEE MEMBER FINAL SUMMARY RANKING**

**PUBLIC INFORMATION SERVICES**

**CONTRACT NO. 001298**

CONSULTANT	Angela Melton Score	Brian Hutchings Score	Iranetta Dennis Score	Don Budnovich Score	TOTAL SCORE	RANKING
Global-5	2	2	2		6	2
The Valerin Group, Inc.	3	3	3		9	3
Quest Corporation of America, Inc.	1	1	1		3	1

EVALUATION COMMITTEE MEMBERS:

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: Wednesday, September 27, 2017

## Disclosure Form for Evaluation Committee Members

Dear Committee Member:

You have agreed to participate in the evaluation of the above referenced solicitation. It is essential that the integrity of this process be maintained to insure that each proposer is given fair and equal consideration. Your familiarity with particular brands, types of products, material, or firms may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

As a Committee member your adherence to the Florida Code of Ethics codified in Chapter 112, Part III, Florida Statutes, and Section 348.753(8), Florida Statutes, and the Central Florida Expressway Code of Ethics is required. Below is a list of questions developed to assist you in identifying and disclosing possible conflicts that you may have with participating in this solicitation selection.

### Definitions

“Business associate” has the same meaning as Section 112.312(4), Florida Statutes, and means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property.

“Employed by” includes any receipt of compensation for services.

“Gift” has the same meaning as Section 112.312(12), Florida Statutes, as supplemented by the Central Florida Expressway Authority Code of Ethics. "Gift" means that which is accepted by a donee or by another on the donee's behalf, or that which is paid or given to another for or on behalf of a donee, directly, indirectly or in trust for the donee's benefit or by any other means for which equal or greater consideration is not given within 90 days, including, but not limited to:

1. Real property.
2. The use of real property.
3. Tangible or intangible personal property.
4. The use of tangible or intangible personal property.
5. A preferential rate or terms on a debt, loan, goods or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is not available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex or national origin.
6. Forgiveness of a debt.
7. Transportation or lodging, other than that provided to a public officer or employee in relation to officially approved government business, lodging, or parking.
8. Food or beverage.
9. Membership dues.
10. Entrance fees, admission fees, or tickets to events, performances or facilities.
11. Plants, flowers or floral arrangements.
12. Services provided by persons pursuant to a professional license or certificate.
13. Other personal services for which a fee is normally charged by the person providing the services.

14. Any other similar service or thing having an attributable value not already provided for in this section.

"Gift" does not include:

1. Salary, benefits, services, fees, commissions, gifts or expenses associated primarily with the donee's employment, business, or service as an officer or director of a corporation or organization.
2. Contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, campaign related personal services provided without compensation by individuals volunteering their time, or any other contribution or expenditure by a political party.
3. An Honorarium or an expense related to an Honorarium Event paid to a person or the person's spouse.
4. An award, plaque, certificate or similar personalized item given in recognition of the donee's public, civic, charitable or professional service.
5. An honorary membership in a service or a fraternal organization presented merely as a courtesy by such organization.
6. The use of a public facility or public property made available by a governmental agency for a public purpose.
7. Transportation provided to a public officer or employee by an agency in relation to officially approved governmental business.
8. Gifts provided directly or indirectly by a state, regional or national organization which promotes the exchange of ideas between, or the professional development of, government officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of a governmental agency that is a member of that organization.

"Material interest" has the same meaning as Section 112.312(15), Florida Statutes, and means direct or indirect ownership of more than 5 percent of the total assets, partnership interests or capital stock of any business entity. Indirect ownership does not include ownership by a spouse or minor child.

"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.

"Relative" has the same meaning as Section 112.312(21), Florida Statutes, and means an individual who is related to you as 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, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to you or who otherwise holds himself or herself out as or is generally known as the person whom you intend to marry or with whom you intend to form a household, or any other natural person having the same legal residence as you.

### Disclosure Form for Evaluation Committee Members

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:

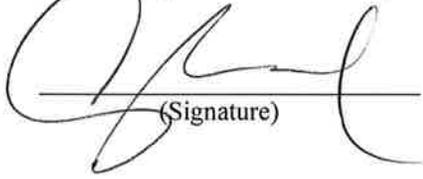
- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Are you, your spouse, child currently employed by any entity that has submitted a proposal (§ 112.313(3), (7)a Fla. Stat.; EC 6-3.016)?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you, your spouse, child, or any combination of them, an officer, director, principal, or project team participant of, any entity that has submitted a proposal (§ 112.313(3); EC 6-3.016)?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Do you, your spouse, child, or any combination of them, have a material interest in any entity that has submitted a proposal (§112.313(3); EC 6-3.016)?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Within the preceding 12 months have you, your spouse, or minor child been offered employment or future employment or, had any discussion involving future employment with any entity that has submitted a proposal (§ 112.313(4))?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Within the preceding 12 months, have you, your spouse, or minor child household accepted a gift from any entity, or a principal of any entity that has submitted a proposal that was given to influence a vote or other action (§ 112.313(4))?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Have you solicited or accepted anything of value, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the services being rendered by you for CFX would be influenced or impact thereby? (§ 112.313(2))  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Have you or your spouse or minor child accepted any compensation, payment, or thing of value when you knew, or, with the exercise of reasonable care, should know, that it was given to influence your judgment or the services being rendered by you for CFX? (§ 112.313(4))  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Do you have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, CFX, that will create a continuing or frequently recurring conflict between your private interests and the performance of your public duties or that would impede the full and faithful discharge of your public duties, subject to the exemptions set forth in Section 112.313 (12), & (15), Florida Statutes. (§ 112.313(7)) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Do you have any relationship which affords a current or future financial benefit to you or to a relative or business associate of you and which a reasonable person would conclude has the potential to create a prohibited conflict of interest (§348.753(8); EC 6-3.011)?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Do you have a relative who is a registered lobbyist (§348.753(8); EC 6-3.012)?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Do you or any relative, principal, client, or business associate of you have any interest in real property located within, or within a one-half mile radius of, any actual or prospective CFX roadway project (§348.753(8); EC 6-3.013)?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. 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 Ethics Officer after a review of all relevant facts.

I, Angela Melton, hereby certify that I have read and understand the Central Florida Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

  
\_\_\_\_\_  
(Signature)

9/27/17  
\_\_\_\_\_  
(Date)

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- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
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| 12. 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 Ethics Officer after a review of all relevant facts.

I, IRANETTA J. DENNIS, hereby certify that I have read and understand the Central Florida Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

  
\_\_\_\_\_  
(Signature)

9/27/17  
\_\_\_\_\_  
(Date)

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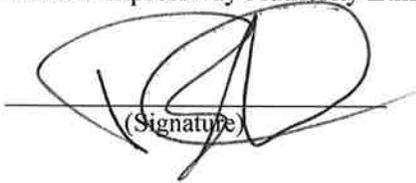
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|---|--------------------------|-------------------------------------|
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If you answer yes to any of these questions, please explain below  
Additional comments \_\_\_\_\_

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

I, Brian Hutchings, hereby certify that I have read and understand the Central Florida Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

  
(Signature)

9/25/17  
(Date)