

RFP-000960 Committee Meeting April 30, 2013 Minutes

Evaluation Committee for **PCI Compliance Auditing Services; Contract No. 000960**, held a duly noticed meeting on Tuesday, April 30, 2013, commencing at 9:38 A.M. in the Pelican Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

Committee Members Present:

Laura Kelley, Deputy Executive Director of Administration
Nancy Ippolito, Business Analyst /QA
Rene Rodrigue, Information Security Manager
Eric Gassman, Orange County

Other Attendees:

Robert Johnson, Manager of Procurement
Courtney Brown-Gordon, Contract Analyst (Protiviti Interview & evaluation portion)
Diane McClary, Contract Analyst (Protiviti Interview & evaluation portion)
Saul Rivas, Buyer (Protiviti Interview & evaluation portion)

Interviews:

Robert commenced each of interviews with an outline of the interview process. Robert stated the interview portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute.

Crowe Horwath LLP	09:41 a.m. – 10:08 a.m.
McGladrey, LLP	10:14 a.m. – 10:41 a.m.
Protiviti, Inc.	10:48 a.m. – 11:11 a.m.

Upon completion of the last interview the recorder was stopped and the meeting was considered no longer closed to the public.

Evaluation Portion:

Technical

General discussion ensued between committee members about the interviews. At 11:16 P.M., the committee members individually scored the interviews and submitted them to Robert for tallying. Robert Johnson tallied the score sheets utilizing the raw scores assigned by each committee member and averaged the raw scores for each Proposal received. Attached are the individual score results.


Pricing, Total Points and Rankings

Upon completion of the evaluation of the technical portion, Robert opened the pricing proposals and scored the pricing proposals in accordance with the RFP requirements. See attached final summary sheet for pricing, total points and ranking results.

The Committee recommends the Audit Committee Board approve ranking and recommend award of the Agreement to the top ranked Proposer Protiviti, Inc. If the top ranked firm is unable to execute an Agreement the recommendation of award will be in ranked order until an Agreement is executed.

There being no further business to come before the Committee, the meeting was adjourned at 11:30 P.M. These minutes are considered to be the official minutes of the interview, opening of the Price Proposals and final evaluation by the Evaluation Committee at its meeting held Tuesday, April 30, 2013.

Submitted by:



Robert Johnson, Manager of Procurement

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



Laura Kelley, Deputy Executive Director of Administration

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

TECHNICAL AND PRICE PROPOSAL INDIVIDUAL SCORING

PCI Compliance Audit Services, Contract No. 000960

	L. Kelley	N. Ippolito	Eric Gassman	R. Rodrigue
Crowe Horwath LLP				
Understanding and Approach (25 points max.)	20	24	15	20
Experience of Firm and Ability of Staff (25 points max.)	25	23	20	23
Organization and Management (20 points max.)	17	18	20	18
Interview (20 points max.)	15	10	14	16
Total (Not to exceed 90)	77	75	69	77

	L. Kelley	N. Ippolito	Eric Gassman	R. Rodrigue
Protiviti, Inc.				
Understanding and Approach (25 points max.)	25	23	23	25
Experience of Firm and Ability of Staff (25 points max.)	25	22	25	24
Organization and Management (20 points max.)	19	12	20	20
Interview (20 points max.)	20	15	20	19
Total (Not to exceed 90)	89	72	88	88

	L. Kelley	N. Ippolito	Eric Gassman	R. Rodrigue
McGladrey, LLP				
Understanding and Approach (25 points max.)	25	23	25	23
Experience of Firm and Ability of Staff (25 points max.)	25	19	25	24
Organization and Management (20 points max.)	19	15	20	18
Interview (20 points max.)	19	19	17	20
Total (Not to exceed 90)	88	76	87	85

Committee Members: Bess Rodrigue Tuesday, April 30, 2013

Bob D'Arco Tuesday, April 30, 2013

[Signature] Tuesday, April 30, 2013

[Signature] Tuesday, April 30, 2013

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
 TECHNICAL AND PRICE PROPOSAL SCORING SUMMARY

PCI Compliance Audit Services, Contract No. 000960

EVALUATOR	Crowe Horwath LLP			Protiviti, Inc.			McGladrey, LLP		
	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE	
Laura Kelley	77		89		88				
N. Ippolito	75		72		76				
Eric Gassman	69		88		87				
R. Rodrigue	77		88		85				
TOTAL	298		337		336				
AVG. TECH. POINTS	74.50		84.25		84.00				

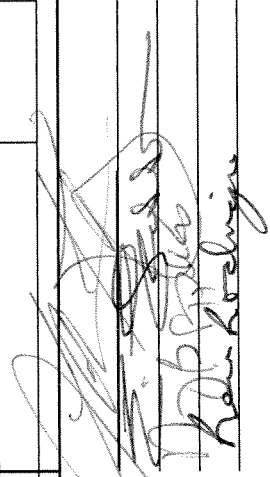
POINT TOTALS AND FINAL RANKING

PROPOSER	TECHNICAL POINTS	PRICE POINTS	TOTAL POINTS	FINAL RANKING
Crowe Horwath LLP	74.50	10.00	84.50	3
Protiviti, Inc.	84.25	9.94	94.19	1
McGladrey, LLP	84.00	8.04	92.04	2

PRICE PROPOSAL SUMMARY

PROPOSER	PROPOSAL AMOUNT	POINT VALUE
Crowe Horwath LLP	\$155,750.00	10.00
Protiviti, Inc.	\$156,625.00	9.94
McGladrey, LLP	\$193,750.00	8.04

Committee Members:



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