

**RFP-000947 Committee Meeting June 28, 2013 Minutes**

Evaluation Committee for **Financial & Technical Assistance for the Business Development Program; Contract No. 000947**, held a duly noticed meeting on Friday, June 28, 2013, commencing at 9:06 A.M. in the Sandpiper Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

**Committee Members Present:**

Iranetta Dennis, Director of Business Development  
Laura Kelly, Deputy Executive Director, Administration  
Aneth Williams, Manager of Contract Compliance  
Don Budnovich, Resident Engineer/ Sr. Project Manager

**Other Attendees:**

Robert Johnson, Manager of Procurement  
Courtney Brown Gordon, Contract Analyst

**Discussion:**

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

General discussion ensued about the proposal submittals. Upon completion of the discussion, Committee members submitted their individual evaluation sheets to Courtney who input all the scores on a summary sheet with the following results.

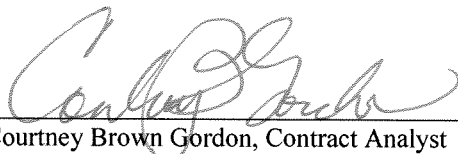
<b><u>Firms</u></b>	<b><u>Score</u></b>	<b><u>Ranking</u></b>
Black Business Investment Fund of Central Florida, Inc.	260	1
HZ Construction	225	2
ESP Media Corp.	210	3
CMJ Resources & Development Group	201	4

The committee unanimously agreed to shortlist and invite all firms for an interview on Monday, July 8, 2013.

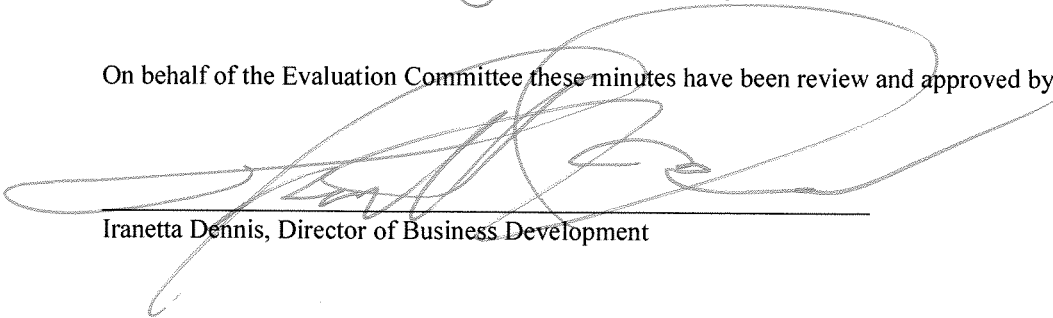
Robert stated that Procurement would notify Proposers of the invitation and that they would be invited alphabetically. The interviews will be thirty minutes in length commencing at 9:00 a.m. on July 8, 2013, in the Pelican Conference Room.

There being no further business to come before the Committee, the meeting was adjourned at 9:30 A.M. These minutes are considered to be the official minutes of the Evaluation Committee of its meeting held Friday, June 28, 2013.

Submitted by:

  
\_\_\_\_\_  
Courtney Brown Gordon, Contract Analyst

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

  
\_\_\_\_\_  
Iranetta Dennis, Director of Business Development

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
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? Yes No
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? Yes No
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
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
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
7. Do you know of any reason that would impact your impartiality with respect to this solicitation? Yes No

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, Iranetta J. Dennis, 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.

(Signature)

(Printed or typed name)

Disclosure Form for Evaluation Committee Members

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- 1. Are you, your spouse, child or anyone living in your household currently Employed by any entity that may submit a proposal? Yes No
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? Yes No
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? Yes No
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
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
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
7. Do you know of any reason that would impact your impartiality with respect to this solicitation? Yes No

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, Laura Kelley, 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.

(Signature)

LAURA KELLEY (Printed or typed name)

Disclosure Form for Evaluation Committee Members

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

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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:

- 1. Are you, your spouse, child or anyone living in your household currently Employed by any entity that may submit a proposal?
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal?
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal?
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?
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?
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?
7. Do you know of any reason that would impact your impartiality with respect to this solicitation?

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, Aneth Williams, 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.

[Handwritten signature]
(Signature) 6/27/13

Aneth Williams
(Printed or typed name)

Disclosure Form for Evaluation Committee Members

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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:

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2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal?
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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?
7. Do you know of any reason that would impact your impartiality with respect to this solicitation?

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, Don Budnovich 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.

(Signature)

(Printed or typed name)

FINANCIAL AND TECHNICAL ASSISTANCE FOR THE BUSINESS DEVELOPMENT PROGRAM, RFP-000947  
 SUMMARY OF THE INDIVIDUAL COMMITTEE MEMBER SCORING OF THE  
 FIRST THREE CRITERIA UNDER 4.2

PROPOSER	L. Kelley	I Dennis	A. Williams	D. Budnovich	Total
Black Business Investment Fund of Central Florida, Inc.	63	67	65	65	260
CMJ Resources & Development Group, Inc.	56	40	50	55	201
HZ Construction	60	50	55	60	225
ESP Media Corp.	63	60	25	62	210

COMMITTEE MEMBER 

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