

RFP-000947 Committee Meeting July 8, 2013 Minutes

Evaluation Committee for **Financial & Technical Assistance for the Business Development Program; Contract No. 000947**, held a duly noticed meeting on Monday, July 8, 2013, commencing at 9:10A.M. in the Pelican 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 Gordon, Contract Analyst

Interviews:

Robert and Courtney 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.

Black Business Investment Fund of Central Florida, Inc.	09:13 a.m. – 09:46 a.m.
CMJ Resources & Development Group	09:52 a.m. – 10:19 a.m.
ESP Media Corp.	10:35 a.m. – 11:10 a.m.
HZ Construction	11:17 a.m. – 11:52 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:

The committee members were given the opportunity to discuss the technical and interviews prior to submitting their evaluation forms. At 11:58 a.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. All Proposer Teams attended the open committee meeting with the exception of Chuck Ikeji of Black Business Investment Fund of Central Florida, Inc.

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 Board approve ranking and recommend award of the Agreement to the top ranked Proposer, Black Business Investment Fund of Central Florida, Inc.

There being no further business to come before the Committee, the meeting was adjourned at 12.21p.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 Monday, July 8, 2013.

Submitted by:



Robert Johnson, Manager of Procurement

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



Iranetta Dennis, Director of Business Development

**ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
TECHNICAL AND PRICE PROPOSAL INDIVIDUAL SCORING**

FINANCIAL AND TECHNICAL ASSISTANCE FOR THE BUSINESS DEVELOPMENT PROGRAM, RFP-000947

Black Business Investment Fund of Central Florida, Inc.	L. Kelley	Dennis	A. Williams	D. Budnovich
Understanding and Approach (25 points max)	20	24	25	23
Experience of Firm and Ability of Staff (25 points max.)	25	24	25	23
Organization and Management (20 points max.)	18	19	15	19
Interview (20 points max.)	18	19	18	20
Total (Not to exceed 90)	81	86	83	85

CMJ Resources & Development Group, Inc.	L. Kelley	Dennis	A. Williams	D. Budnovich
Understanding and Approach (25 points max.)	20	15	15	20
Experience of Firm and Ability of Staff (25 points max.)	20	15	20	20
Organization and Management (20 points max.)	16	10	15	15
Interview (20 points max.)	17	15	10	20
Total (Not to exceed 90)	73	55	60	75

HZ Construction	L. Kelley	Dennis	A. Williams	D. Budnovich
Understanding and Approach (25 points max.)	22	20	20	21
Experience of Firm and Ability of Staff (25 points max.)	22	15	15	21
Organization and Management (20 points max.)	16	15	20	18
Interview (20 points max.)	17	17	15	20
Total (Not to exceed 90)	77	67	70	80

ESP Media Corp.	L. Kelley	Dennis	A. Williams	D. Budnovich
Understanding and Approach (25 points max.)	22	23	10	22
Experience of Firm and Ability of Staff (25 points max.)	23	20	10	22
Organization and Management (20 points max.)	18	17	5	18
Interview (20 points max.)	18	20	10	20
Total (Not to exceed 90)	81	80	35	82

Committee Members: _____ Monday, July 08, 2013

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

FINANCIAL AND TECHNICAL ASSISTANCE FOR THE BUSINESS DEVELOPMENT PROGRAM, RFP-000947


EVALUATOR	Black Business Investment Fund of Central F		CMJ Resources & Development Group, Inc.		HZ Construction		ESP Media Corp.	
	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE
L. Kelley	81		73		77		81	
I Dennis	86		55		67		80	
A. Williams	83		60		70		35	
D. Budrovich	85		75		80		82	
TOTAL	335		263		294		278	
AVG. TECH. POINTS	83.75		65.75		73.50		69.50	

PRICE PROPOSAL SUMMARY

PROPOSER	PROPOSAL AMOUNT	POINT VALUE	PROPOSER	TECHNICAL POINTS	PRICE POINTS	TOTAL POINTS	FINAL RANKING
Black Business Investment Fund of Central Florida, Inc.	\$297,380.00	3.36	Black Business Investment Fund of	83.75	3.36	87.11	1
CMJ Resources & Development Group, Inc.	\$99,999.94	9.99	CMJ Resources & Develop	65.75	9.99	75.74	4
HZ Construction	\$99,936.00	10.00	HZ Construction	73.50	10.00	83.50	2
ESP Media Corp.	\$138,960.00	7.19	ESP Media Corp.	69.5	7.19	76.69	3

POINT TOTALS AND FINAL RANKING

Committee Members



Monday, July 08, 2013
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Sign-In Sheet

Interviews - ESP Media Corp

Project Title: Financial & Technical Assistance for the Business Development Program

Project - NA

Contract #000947

Date: July 8, 2013

Time: 10:30 am - 11:00 am

COMPANY NAME	REPRESENTATIVE	CONTACT #	FAX #	EMAIL ADDRESS
ESP Media	Reidy Hanbury	9543934517	/	reidy@ESPmedia.net
ESP Media	Andre Holmes	850-364-8247		aholmes@essersonholmes.com
ESP Media	Matthew Carter	850-459-7221		carterm@comcast.net
ESP Media	Wendell Paige	850-577-0989		wendell@ESPmedia.net

