



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

### Agenda and Meeting Minutes

August 21, 2023

**Call to Order:** 5:06 pm. The meeting ended at 6:16 pm.

**Members Present:** Mogge, J; Clemente, J; Lanzar, T; Holt, H. Oostenbrink M; (also attended by Sells D)

**Members Absent:** Goldstein, E; Echeverry, B

### **Agenda:**

**Approval of August 7<sup>th</sup> Minutes:** The minutes from the last meeting were approved.

### **Review of Action items (AIs) and Continuity of Effort Items (CoE)**

All – in the order of the minutes:

The GPI contract has been extended until Dec 2024. Action closed.

Requirements subcommittee continues to refine their spreadsheet into a categorized set of services to be incorporated into the draft RFP. See below for more detail.

Eric was to organize some portal demonstrations. He will try to get that done in the coming weeks and will pick 2-3 different vendors. Action remains open.

Discussion of Rick's concerns about the Exploratory Report (15 min) – Rick was not present at the meeting but indicated via email that he no longer wanted to discuss.

### **Functional Leader Updates** (as needed)

Michiel indicated that the second half of the line items have been reviewed and he continues fine tuning and categorizing the list. He believes it is close to being at the point where it can be transposed into paragraphs and sentences for the RFP. John asked that the Labor Audit provided by GPI be reconciled against the subcommittee's efforts to ensure that everything GPI is currently doing is included. Michiel will finish, account for the labor audit and send to the committee as a read ahead for next week's RFP committee meeting (August 28). Each member should review the list and be prepared to bring comments to the meeting on Monday. It will be up to the subcommittee if they want to meet to discuss Michiel's efforts before Monday. John will not be attending the RFP committee meeting next week, so Terry will chair the meeting and John will review the requirements list and send his comments separately.

Update on labor task audit – John provided the task time audit results from GPI. There are a number of items that GPI documented that are not captured in their contract and John asked Michiel to ensure they are included in the final list of requirements (see above). John believes he can use this information and move out on a "should cost" budget.

**Open Discussion:**

1. Team discussion on proposed RFP draft outline and team. John reviewed the RFP draft outline and explained each line item. He took an action to present the RFP draft outline to the WCA attorneys. He also took an action to brief the RFP committee on September 11 on the various procurement methods we may consider.
2. Team discussion on the approach to use in getting VM and resident feedback on the services list and team. John had asked Blakely by email to lead this effort and has not heard back from her. The committee discussed a need to have a special meeting for VMs and residents. Since there are already two VM meetings in September, the consensus was that the VM review of the contract requirements should be in early October. Michiel asked that we ensure it is AFTER the portal demonstrations so we are able to answer some of the technology questions on what can be made available to residents. John took the action to work with Blakely to get the meeting announcement out to VMs. VMs can decide how to invite their residents. Michiel has been the “keeper” of the requirements list, so he will more than likely be the driver during the meeting.
3. Team discussion on the progress of the work plan and the timeline to complete the RFP. All felt that if we stay focused, and everyone do their part, we can keep with current timelines and not need to ask for outside help.

**Recorder - Recap of AIs and CoEs from this meeting:**

Eric to organize some portal demonstrations with 2-4 vendors I the next few weeks. Anyone that wants to attend is welcome.

Michiel to send requirements list to committee members before Monday, August 28. Committee members will review and come prepared to discuss at the meeting. John will send comments separately.

John to present the RFP draft outline to the WCA attorneys.

John took the action to work with Blakely to get the meeting announcement out to VMs.

John to brief the RFP committee on September 11 on the various procurement methods we may consider for the RFP.

**Next Team Meeting:** August 28 – 5 PM same location – the agenda for this meeting will be to review the list of requirements that Michiel will be providing. There will not be any other agenda items discussed. Also, Terry will chair the meeting in John’s absence.

John reserved the Conference Room for every Monday through October 16 with the exception of September 18 because it was not available. The committee will have to decide whether we want to meeting on Labor Day or not (September 4). To do so, we will need to pre-coordinate to get the key.