



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

### Agenda & Minutes

June 19, 2023

**Call to Order:** 5:06 The meeting ended at 6:17.

**Members Present:** Mogge, J; Holt, E; Goldstein, R; Moostenbrink M; Clemente J.

**Members Absent:** Lanzar T; Echeverry B;

### **Agenda:**

**Approval of Minutes:** The minutes as amended for the last 2 meetings were approved

### **Review of Continuity of Effort Items (CoE)**

All – in the order of the minutes – John outlined the closure action for items 2-1 and 3-1.

### **Review of Action Items (AIs)**

All – in the order of the minutes – John outlined the closure actions for item 1-8

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

Rick presented a paper on the technical qualifications for staff which defined the statutory requirement versus the industry advocacy credentials. The committee agree to move forward and specifically define the staff experience requirements for the RFP which may or may not mirror the credentials offered by CAI.org. Rick has the lead to set up the next requirements sub-team meeting.

Mike presented a set of sample questions that may help understand the work required to accomplish one major task of the current contract as a model for developing the remainder of the cost audit questions for the current contractor. The committee agreed it was a valid approach but perhaps more detailed than needed. Mike, John, and Blake will meet before the next committee to review the proposed line of questions for all current contract line items and bring a recommendation for the committee to consider. John has the lead to set up the cost sub-team meeting.

### **Open Discussion:**

Team discussion on the progress of the work plan – the committee agrees that if we remain focused on the current actions, we can maintain our anticipated work plan and schedule.

Team discussion on any areas where we think we may need more help. Neither sub team requested additional help.

**Recorder - Recap of CoE and Ais from this meeting:** Terry (John in Terry's absence)

**Next Team Meeting:** The committee agreed on July 10, 2023 5PM same location

