



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

### Agenda and Meeting Minutes

December 4, 2023

**Call to Order:** 4:58 pm; the meeting adjourned at 6:15 pm

**Members Present:** Mogge, J; Lanzar, T; Pithers, D (via Teams); Holt, E; Oostenbrink, M; Crooks, R; Also attended by Oda, J and Sells, D.

**Members Absent:** Goldstein, R

### **Agenda:**

**Approval of Nov 13<sup>th</sup> Minutes:** minutes were approved by email.

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

All – in the order of the minutes if any; there are only three action items remaining from previous meetings. All others have been accomplished.

- Michiel and Rick still to provide their holiday absences to Terry for consolidation.
- All to brainstorm on evaluation criteria
- Michiel to forward updated requirements list to committee members and guests.

Dyan – update on VM engagement, VM meeting, presentation, and FAQs – Dyan reported that the FAQs are ready, and she will send out to VMs once Michiel forwards the updated list of requirements. She will also discuss with Debbie how to easily obtain read receipts from each VM. Action for Dyan upon receipt of updated requirements list.

Terry – update on the deliverables table – Terry is waiting for the final list of requirements from Michiel and then she will finalize. The committee answered all questions she had which will be incorporated into the next version. Action on Terry upon receipt of updated requirements list.

Michiel – update on final technical requirements section – Michiel is still updating the list of requirements, adding verbiage in RFP language. John reminded him that there will probably be changes after the VMs review. Action remains open.

Russ – update on procurement plan RFP process, and vendor communications – Russ will add verbiage to the invitation letter that all bidders must RSVP or will not be considered as a candidate.

Rick – update on master bidder's list and screening method – Rick was not present, but John asked that someone with excel experience reach out to him to assist with the long list of potential bidders to filter for our needs.

John – updates on the revised work plan, should cost estimate and monthly report for the board – John requested that all members review the work plan and provide comments.

**Discussion items:**

Evaluation criteria discussion

Follow-on discussion on the proposed committee's key actions and milestones and work plan

**Open Discussion or any new business:**

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

- Michiel and Rick still to provide their holiday absences to Terry for consolidation. (Carryover)
- All to brainstorm on evaluation criteria (carryover)
- Michiel to forward updated requirements list to committee members and guests. (carryover)
- Dyan to send FAQs and requirements to VMs upon receipt of updated requirements list from Michiel.
- Terry to update deliverables table upon receipt of updated requirements table from Michiel.
- All to review work plan provide comments.
- All to review updated list from Michiel and provide input knowing that it will be sent to all VMs.

**Next Team Meetings:** Dec 11<sup>th</sup> - 5PM same location (no meetings on Dec 18<sup>th</sup>, 25<sup>th</sup> or Jan 1<sup>st</sup>.)