



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

### Agenda and Meeting Minutes

October 16, 2023

**Call to Order:** 5:01 pm; the meeting ended at 6:30 pm

**Members Present:** Crooks, R; Holt, E; Goldstein, R; Lanzar, T; also attended by Pithers, D

**Members Absent:** Mogge, J; Oostenbrink, M

### **Agenda:**

**Approval of Oct 9<sup>th</sup> Minutes:** The minutes were approved.

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

All – The only action remaining open is that John will identify a technical specification for the cyber security of the proposed resident portal which will be added section 6.1.1.5. (rollover from 9 October)

All – welcome Dyan and assignment of creating the bidders list and developing our VM outreach approach (proposed). Dyan has not yet been approved by the board as her nomination had not been placed on the agenda prior to the meeting. Therefore, the board indicated that it would be placed on the November agenda, but that she could participate and help the RFP committee until her approval in November.

Dyan requested a copy of multiple documents that the committee developed or shared during the early stages of committee development. The list was sent to John and the rest of the committee. Terry took the action to provide to Dyan.

With respect to developing our VM outreach approach, Dyan will review the outstanding documents to get a better understanding. She agrees with the committee that the VMs need to have insight and be given the opportunity to provide feedback on this effort. But too much information may not be helpful. It needs to be a digestible view. Dyan recommended recording a video or videos introducing the effort before any kind of special meeting. More to follow as she gives this some thought.

The bidder's list discussion was tabled to after the RFP comment review (see below).

### **Functional Leader Updates**

Finish the review comments on sections 9 and 10 – Sections 9 and 10 were the last remaining comments to be reviewed. In Michiel's absence, Terry took notes which will be incorporated into Michiel's version.

Initial discussion on the proposed procurement approach – Russ & Terry

The committee discussed the various steps that a procurement process should take. It was decided that it would be entirely too time consuming to schedule individual interviews and site walks being that all committee members are volunteers. It was also discussed



that an open invitation would result in too many unqualified vendors. Therefore, the committee tentatively discussed the following:

- 1) Identify a present list of minimums, mandatory qualifications of any potential bidder (for example, must be able to provide on-site staff, must have past performance experience with a community with 3000(?) homes, must be a Florida corporation, etc.) The team took an action for each member to provide 5 minimum qualifications for the committee to review.
- 2) Open the bidder's list to only those vendors that are pre-qualified as having met the minimum requirements.
- 3) Bidder's conference – invite the pre-qualified vendors to a combined bidder's conference. During the conference, we will present a discussion of the current WCA facilities, procurement schedule, etc. Bidder's will be able to ask questions via anonymous ways – through writing their questions on an index card and passing them to the presenter. All questions will be answered to the best of our ability on that day and any others that cannot be answered will be deferred and communicated to the entire group once information is available.
- 4) After board approval of the RFP, send the RFP to those who attended the bidder's conference and give them 10 days to ask questions, which the committee will consolidate into one document, answering the questions so that all vendors get the same answers, but do not know who asked the questions.
- 5) Vendors will be given x days of time to respond with their proposals. All proposals will remain sealed until after the due date, at which time, the committee will review each proposal and come up with the top candidate(s).
- 6) Finalists may be asked questions (formally) if there are items in their proposals that need clarification. Questions will be provided in writing and a meeting/interview will be scheduled with them to address. All vendors must be given the same amount of consideration.
- 7) Finalists will be given an opportunity to update their bid with a best and final offer before a recommendation is made by the committee to the board for final award.

**Open Discussion:**

Terry asked Rick to take over the RFP section for Statutory Requirements as he seems to have the greatest knowledge. It remains unclear, whether Site Walk and Interviews will be necessary given the procurement process listed above. She will resend the outline to Rick.

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

Terry has the action to send outstanding documents that Dyan requested to her.

Each member will provide a list of 5 or more minimum qualifications that any bidder must be capable of before we accept them as a viable vendor.

Terry will resend the RFP outline to Rick.



John will identify a technical specification for the cyber security of the proposed resident portal which will be added section 6.1.1.5. (rollover from 9 Oct)

**Next Team Meeting:** Oct 30 - 5PM same location