



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

### Agenda and Meeting Minutes

September 25, 2023

**Call to Order:** 5:01 pm. The meeting ended at 6:44 pm.

**Members Present:** Mogge, J; Clemente, J; Holt, E; Lanzar, T; Oostenbrink, M (also attended by Oda, J)

**Members Absent:** Goldstein, E

### **Agenda:**

**Approval of Sept 18th Minutes:** With Eric's update to add an input to his RFP write up and a correction to the spelling of Michael's last name, the minutes were approved. John asked that we keep updating our respective sections, and not be concerned about the attachment to the minutes.

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

John – email vote for the addition of Russ Crook passed by the board pending approval when Jack Mauer returns.

No other action items remain open.

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

Review comments on the requirements document – Michiel displayed the committee's suggested comments as well as the original requirements. We were not able to complete the review in the time allotted due to detailed discussions on some items. Attempts will be made to complete the review at the October 2 Meeting.

Updated RFP Outline – John indicated that Russ will most likely pick up the pricing tasks for the cost portion of the RFP. John also asked Terry to take the lead on the Procurement and Evaluation methods.

### **Open Discussion:**

1. Team discussion on how to incorporate the comments into the requirements document and spreadsheet. Michiel will continue to incorporate the committee's comments until completed. He will then send out for another detailed review. The Word document is the format that will be included in the RFP.
2. Team discussion on the approach to use in getting VM and resident feedback on the services list and team. John and Jeff have been working on a process and document to send out to the VMs and residents. Russ will assist them in this endeavor. It is critical that the committee obtain buy-in from the VMs. It was originally thought that a special VM meeting could take place in early October, but the review of the RFP requirements has taken longer than anticipated. VMs will be polled at the VM meeting on September 26 to determine their interest in attending a special meeting in November to review the RFP requirements.

**Recorder - Recap of AIs and CoEs from this meeting:** No open action items remain.



**Next Team Meeting:** Oct 2 - 5PM same location – with a possible Zoom connection for Rick