



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda & Meeting Minutes

April 29, 2024

Call to Order: 4:04 pm; the meeting adjourned at 5:10 pm

Members Present: All members were present; no additional attendees

Members Absent: None

Agenda:

Approval of March 4 Minutes - approved

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

Two of the proposals had been distributed prior to the meeting so that members could assess how best to score these. Since the proposals are all so different, it adds complexity to scoring.

Discussion:

With an initial understanding of the first 2 proposals and the 8 we actually received by the 26th discuss how best to conduct our proposal evaluations.

- Reclusion – John asked if anyone felt a need to recluse themselves for any reason; no one did
- Hard copy or electronic – hybrid – Michiel volunteered to place all the proposals in a shared drive so that if committee members want to review the electronic copies, they can or they can print their own copies. He will send a link to committee members. There were three companies that provided hardcopy in addition to electronic copy.
- Protection of proprietary information – for the company, for the committee and the Association – only committee SLK, and board members will have access to anything proprietary.
- Legal involvement – members agreed to wait until we have narrowed down the field of vendors before we involve SLK. John did offer Kathleen Reses the opportunity to comment on some deviations regarding the T&Cs requested.
- Unconscientious bias and the value of calibration – this will be revisited after the review as members understand this will be difficult to remain objective.
- Team vs Individual approach – The following was discussed and is the plan of action for the initial review and discussion at the next meeting:
 - 1) Michiel will send the link to the share drive
 - 2) Each member will do an initial review to determine if any of the proposals should be eliminated for unresponsiveness or unreasonableness with respect to cost.
 - 3) At the next meeting, these will be set aside and the remaining proposals will be reviewed in detail by each member and scored using Appendix A of the RFP.
 - 4) The committee will meet to discuss each member's scores at subsequent meetings
 - 5) Michiel will collect the individual scores into a matser score sheet



Open Discussion or any new business:

One vendor did not submit by the requested date of April 26th. When Terry sent them an email to confirm their intent was not to bid, she received an email back with their proposal. However, the original email was not attached, and the proposal came in a day late. She will reach out and ask for the original email thread to confirm that they were in fact compliant with the requirement.

Commented [JM1]: As a committee I suspect we will disqualify them as unresponsive but we have not agreed to eliminate them as of our meeting.

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

- Michiel will send a link to the share drive that holds all of the proposals
- Members will conduct an initial review of all proposals
- Michiel will create a master score sheet
- Terry will reach out to the one vendor that did not submit on time to request original email thread to prove they submitted on time.

Next Team Meetings: May 6; 5pm

Updated Workplan up to the board recommendation – Activity, Milestones, leader:

Date	Activity	Milestone	Lead (s)
April 26	Proposals Due	Tips off review period by committee	Terry to disseminate
April 29 (4-6P)	Proposal Evaluation Plan		Team
April 30 - May 24	Proposal Evaluations		Team
May 25 – May 30	Develop recommendations for the board		Team
End of May	Committee presentation and recommendation to the board	Special Board Meeting Proposed	Team