



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda & Meeting Minutes

May 13, 2024

Call to Order: 5:02 pm; the meeting adjourned at 6:02 pm

Members Present: All members were present; there were no outside attendees and Terry attended via Teams

Members Absent: None

Agenda:

Approval of May 6 Minutes - approved

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

Individual evaluation of proposals from companies 2 and 3 – both proposals were discussed. Each member took a slightly different approach to scoring but not so much as to cause concern. As long as each member is consistent in their individual scores for each company, any outliers will be discussed as a committee once all of the scoring is tabulated. Michiel has developed a master spreadsheet that incorporates all member comments and scoring.

Discussion:

- Using the scoring spreadsheet – each member should fill out the scorecard individually and provide to Michiel to incorporate; members should be consistent in their scoring.
- Assumptive values for ala carte costs – costing continues to be difficult to calculate as some include additional fees and not all are clear; the committee will re-evaluate once the technical scorecard proposals are tabulated
- Scoring variance – as long as each member is consistent in their individual scoring, this should not be a problem; if there are outliers, they will be addressed once all are tabulated. The committee’s goal is to narrow the number to 3 vendors in order to make a recommendation to the board.
- Seeking clarifications – once all scores are in and tabulated, if the committee requires more info from vendors, they will reach out. Committee members may want to evaluate the highest scoring company’s portal.

Open Discussion or any new business: The committee will evaluate the three remaining proposals (#s 4, 5 and 6) and send scoring spreadsheet to Michiel for consolidation. Members should include comments where necessary;

Recorder - Recap of AIs and CoEs from this meeting:

- The committee will evaluate the three remaining proposals and send scoring spreadsheet to Michiel Rick (#s 4, 5 and 6)
- Michiel and Rick will work together to resolve Rick’s technical issues
- Michiel will consolidate all scorecards from members prior to the next meeting

Next Team Meetings: 28 May 5:00; location is TBD.

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

Date	Activity	Milestone	Lead (s)
April 30 - May 24	Proposal Evaluations		Team
May 13	Evaluation of first 2 evaluations		Team
May 25 – May 30	Complete last 3 evaluations – independent work		Team
June 3 rd	Meeting to review evaluations	Composite score sheet complete	John & Michiel
mid June	Develop recommendations and Committee presentation and recommendation to the board	Special Board Meeting Proposed toward the end of June	Team