



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

The Office of the Pither's Group

Call to Order: 5:05 pm; the meeting adjourned at 6:09 pm

Members Present: All members were in attendance. Terry attended via Teams; Joe Oda was also in attendance

Members Absent: None

Agenda:

Approval of May 13th Minutes – the minutes were approved

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

- Complete the evaluations of five company offers – complete; action closed
- Accumulate and create a master score sheet with each person's score according to the Appendix – Michiel is still working on the consolidation and will have them completed later in the week.

Discussion:

Team review of the score sheet and discuss scoring anomalies.

Discuss next steps based on the outcome of the scoring. Possible questions and courses of action include:

- Should we create a small team to work through the pricing and make sure we can report the full cost of each proposal using the assumptive values Debbie gave us on some of the extra mailings and services? Yes – Michiel, Rick and John will meet as a group to put together a cost comparison, attempting to compare “apples and apples” based on the various inputs that were received
- Is the information and are the links provided for the portals sufficient for our evaluation or do we need to request demonstrations? The committee decided that this was not part of our charter. Each vendor addressed a robust portal, all of which should create efficiencies.
- A couple of the proposers have asked for status – do we need to proactively reach out to all companies? – Terry has been responding with “we are still evaluating proposals but are a bit behind schedule.”

Open Discussion or any new business:

- Rick indicated that his scores were passed primarily on cost and return on investment. Most others indicated their scoring was based solely on responses to the technical requirements, whether they were addressed and how well.
- John, Michiel and Eric will meet to try to consolidate cost data and compare “apples to apples” based on inputs and present it at our next meeting.
- It was agreed that a special board meeting will be required and that all committee members should be in attendance. We will include the members' final recommendations, with minority opinions, if required. The recommendation will



be kept simple but be as complete as necessary for the board to make a final decision. The committee determined that it is not our purview to clarify details with the vendors because it could appear biased; that should be left to the board during negotiations.

Recorder - Recap of AIs and CoEs from this meeting:

- John, Michiel and Eric will meet to consolidate cost data and compare “apples to apples” based on inputs and present it at our next meeting.
- Michiel will finish accumulation of the master score sheet with each person’s score according to the Appendix

Next Team Meetings: June 3, 5pm

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

Date	Activity	Milestone	Lead (s)
May 28 – June 15	Develop recommendations for the board		Team
End of June	Committee presentation and recommendation to the board	Special Board Meeting Proposed	Team