



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

June 3, 2024

**Call to Order:** 5:04; the meeting adjourned at 6:57 pm

**Members Present:** All members were present; Joe Oda also attended.

**Members Absent:** None

### **Agenda:**

**Approval of May 28<sup>th</sup> Minutes** - approved

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

- Accumulate and create a master score sheet with each person's score according to the Appendix – Mike - completed
- Small team (Eric, Russ, and John) to develop a comparative price analysis for the June 3<sup>rd</sup> meeting. This was provided and discussed at the meeting but for source selection sensitivity, is not included with the minutes.

### **Discussion:**

- Team review of the price analysis. One company stood above all others with respect to price and number of FTEs proposed. It seemed apparent that they did not understand the requirements.
- Team review of the technical score sheet and discuss scoring anomalies. There were anomalies between committee members as well as within individuals' scoring. An action was levied for each member to review the remaining four companies' proposals, put them in rank order and document 3-4 positive things about each one. Send to Terry for consolidation prior to the next meeting.

**Open Discussion or any new business:** Dyan will develop a list of questions to be asked of the companies, and send to the committee for review. These will help the committee to understand each company's past performance and ensure that the questions are exactly the same. Terry will assign the companies to teams of two from the committee so that there will be two people on each call to each company. Committee members should try to contact multiple references for each company. Send to Terry for consolidation prior to the next meeting.

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

- Each member to review the proposals again, put them in rank order and document 3-4 positive things about each one. Send to Terry for consolidation prior to the next meeting.
- Dyan will develop a list of questions to be asked of the companies, and send to the committee for review.
- Terry will assign two committee members to each team for contacting vendor past performance references. Both members should be on each call and members should contact multiple references for each company. Send to Terry for consolidation prior to the meeting on June 17.



**Next Team Meetings:** June 17, 2024; John will reserve the conference room and set up Teams for those that cannot attend in person.

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

<b>Date</b>	<b>Activity</b>	<b>Milestone</b>	<b>Lead (s)</b>
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