

Public Meeting Minutes (Record)

Ranking for RFA 24-416-LC Special Projects and Community Enhancements (SPACE) Grant

Date: July 19, 2023

Start Time: 10:01 AM

Location: Grace Knight Conference Room
County Administration Building
12 SE 1st Floor
Gainesville FL 32601

1. Call Meeting to Order

2. RFA Process Overview for Today's Meeting

- 2.1. Good morning, I am Leira Cruz Cáliz with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Jaye Athy (Leader non-voting), Sarai Cabrera, Cassandra Moore and Betsy Riley.
- 2.2. Thank you, committee for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen attending this Public Meeting; this meeting is open to the public, and you will have an announced time (3 minutes; no response required) for public comments. Please review the agenda that is on the screen.
- 2.3. The RFA team will be evaluating vendors' proposals, discussing their scores, and approving the Team's Ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

3. RFA Committee Members Process Instructions

- 3.1. **First**, I have collected all signed Disclosure Forms (Conflict of Interest), and I will show them on screen, discuss if necessary.
- 3.2. **Second**, due to the cone-of-silence imposed on the committee members, this is the first occasion members have been able to talk and work together as a committee. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.3. **Third**, Record and Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been transposed correctly and that they match the scores on your individual score sheets.

Vendor	Sarai Cabrera	Cassandra Moore	Betsy Riley	Total Score (Max Score 45)
University of Florida Foundation, Inc. (on behalf of the UF Mobile Outreach Clinic)	40	38	45	41
St. Francis House, Inc.	40	36	41	39
Grace Grows Inc.	35	40	42	39
University of Florida College of Dentistry	40	32	43	38.33
Regional Food Bank of Northeast Florida, Inc. (DBA Feeding Northeast Florida)	42	33	37	37.33
IGB Education	35	36	41	37.33
Partnership for Strong Families	36	36	39	37
Hawthorne Area Resource Center, Inc	40	33	38	37
Florida Institute for Workforce Innovation d/b/a Project YouthBuild	35	36	40	37
Alachua Habitat for Humanity	34	34	41	36.33
ACCHH, Inc. dba GRACE Marketplace	37	36	36	36.33
Rebuilding Together North Central Florida	35	33	40	36
Easter Seals Florida, Inc	33	35	39	35.67
Gainesville Area Community Tennis Association Inc (DBA: Aces In Motion)	30	37	38	35
The North Central Florida YMCA, Inc.	34	23	39	32
Pace Center for Girls, Inc. Alachua	36	33	27	32
Family Promise of Gainesville	32	33	30	31.67
ACORN Clinic Inc.	28	31	36	31.67
Step-by-Step 4 Help Foundation Inc	34	23	37	31.33
Gainesville Community Counseling Center	29	28	37	31.33

Vendor	Sarai Cabrera	Cassandra Moore	Betsy Riley	Total Score (Max Score 45)
Epilepsy Alliance Florida	29	32	33	31.33
Deeper Purpose Community Charities, Inc	34	33	27	31.33
Caring and Sharing Learning school	31	29	33	31
Peaceful Paths Domestic Abuse Network, Inc.	28	28	36	30.67
women working with women, Inc.	34	25	30	29.67
Created Gainesville, Inc.	27	30	32	29.67
Gator Water Polo Club INC	26	30	30	28.67
Pleasant Street Social Justice and Cultural Arts Center Inc.	28	22	29	26.33

3.4. The team will discuss, evaluate, and rank all vendor submittals alphabetical one by one. You have your technical and written evaluation forms so now we can start discussions with the first vendor. (**Encourage dialog**)

3.4.1. Discuss scores and make Changes if pertinent.

3.4.2. Discussion record and Update: **Written and Technical Scores Evaluation**

3.4.2.1. Encourage discussion on the proposals, scoring and until all members are satisfied.

3.4.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.

3.4.3. Call for validation of RFA team Technical and Written Scores for the Team’s Final Ranking.

4. Motion to Approve Ranking: Motion to recommend the top four vendors: University of Florida Mobile Outreach Clinic, St. Francis House, Grace Grows, Inc. University of Florida College of Dentistry, be approved and sent to the BOCC for Approval, motioned by **Casandra Moore**. Seconded by **Betsy Riley**.

Vote 3 - 0 in favor.

5. Public Comments (3 minutes): Regional Foodbank of Northeast Florida, Inc., Hawthorne Area Resource Center

6. Motion to Approve the Meeting Minutes: **Betsy Riley** moved to approve the Minutes; **Sarai Cabrera** seconded the motion.

Vote 3 - 0 in favor.

7. Meeting Adjourn at – 10:50 am