

*******TURN ON RECORDING EQUIPMENT*******
SCRIPT
FOR
EVALUATION COMMITTEE

RFP No. GEN2120540P1
In-House Pharmacy Management Services

INITIAL EVALUATION MEETING
By Teams (for Vendors) and In Person (for Quorum)
October 18, 2021
2-3pm

Governmental Center Building, 115 S. Andrews Avenue, Room 430,
Fort Lauderdale, FL 33301

1. CALL TO ORDER AND ANNOUNCEMENTS

- a. Day, date, time and place of meeting**
- b. Introduction – Purchasing Division**
- c. Quorum of voting members**
- d. State the responsibility of the Evaluation Committee**
- e. State purpose of meeting**
- f. Circulation of Sign-In sheet**
- g. Cone of Silence**
- h. Conflict of Interest Statement**

2. PURCHASING DIVISION REPORT

3. DETERMINATION OF RESPONDENTS RESPONSIVENESS

4. DETERMINATION OF RESPONDENTS RESPONSIBILITY

5. ANNOUNCE FINAL EVALUATION MEETING DATE, TIME AND GUIDELINES

6. OTHER BUSINESS

7. ADJOURN MEETING