

Summary Meeting Minutes
RFP No. GEN2120540P1, In-House Pharmacy Management Services
Initial Evaluation Meeting

Date: October 18, 2021

Location: 115 S Andrews Ave., Room 430, Fort Lauderdale, FL 33301

Attendees:

Christine Calhoun, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department (Chair)

David Kahn, Director, Human Resources Division, Finance and Administrative Services Department

Dr. Dale Fahie, Medical Director, Broward Addiction and Recovery Center, Human Services Department

Jorge Hernandez, Director, Business Administration Division, Port Everglades Department

Andrea (Celina) Saucedo, Assistant Director, Aviation Department

Carol Plescovich, Nursing Supervisor, Broward Addiction and Recovery Center, Human Services Department

Constance Mangan, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department

Bernadette Green, Purchasing Agent, Purchasing Division, Finance and Administrative Services Department

Fernando Amuchastegui, Senior Assistant County Attorney, County Attorney's Office

Karen Gordon, Senior Assistant County Attorney, County Attorney's Office

Ronald Honick, Assistant County Attorney, County Attorney's Office

Cindy Sterne, Human Services Administrator, Broward Addiction and Recovery Center, Human Services Department

Simone Knight, Contracts/Grant Administrator Senior, Broward Addiction and Recovery Center, Human Services Department (Project Manager)

The meeting was called to order and announcements were made by the Chair.

The Purchasing Division representative introduced County Staff, made some introductory comments about the solicitation and noted that the meeting has been publicly noticed.

The Chair stated that a Quorum Present and named the Committee members.

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the Purpose of the Meeting.

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The Chair stated that all firms that are determined to be both responsive and responsible will move on to final evaluation to be scored and the highest scored firm will become the number one ranked firm that will be recommended for award.

The Chair stated that that Virtual Attendance will be recorded in two ways.

The Chair stated that the cone of silence for this project has been in effect since July 15, 2021, for County Staff and upon the first meeting of the Evaluation Committee for County Commissioners and their staff; and all inquiries should be directed to the Project Manager or the Director of Purchasing.

The Chair stated that in accordance with Broward County Procurement Code all Committee Members shall be free of conflicts of interest.

The Chair then called on the Purchasing Division to report on their findings about responsiveness and responsibility.

The Purchasing representative stated the responsiveness requirements and the proposers that are recommended to be evaluated as responsive to the requirements.

The Purchasing representative stated the responsibility requirements and the proposers that are recommended to be evaluated as responsible to the requirements.

The Purchasing representative reported that no firms have taken exception to the county's standard terms and conditions.

The Chair gave the definition of responsiveness and asked for a motion. Motion was made to find all firms responsive and motion passed.

The Chair gave the definition of responsibility and asked for a motion. Motion was made to find all firms responsible and motion passed.

The Chair announced the date and time of the Final Evaluation Committee Meeting.

The Committee Members voted on a length of presentation time for the vendors. Motion was made to give each vendor a presentation time of 15 minutes and motion passed.

The Purchasing Division selected the order of presentation by using a random list generator. The order of vendor presentations will be as follows: 1. Jules Enterprise Group dba Anuco Rx; 2. Advanced Pharmaceutical Consultants.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 2:30PM.