

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

Date: November 5, 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
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.

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

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The Chair stated that the cone of silence for this project has been in effect since July 14, 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 called on Approval of the Initial Evaluation Committee Meeting minutes and asked for a motion. Motion was made to approve the Initial Evaluation Committee Meeting minutes.

The Purchasing representative reported which firms have taken exception to the county's standard terms and conditions. All firms stated that they agree to the County's Standard Terms and Conditions without exception.

Presentations were completed by both vendors with a question-and-answer period following each presentation.

The Purchasing representative gave instruction to the Committee for scoring.

The Committee reviewed submittals and completed scoring of the firms.

A recess was taken to allow for tabulation of the scoring sheets.

The Chair reconvened the meeting.

The Purchasing representative then announced scores. The Committee member's scores were read first and then the total scores were read. Then the rankings were read.

The Chair asked if a motion would be made to accept the Evaluation Committee's scores. The motion was made and passed.

The Chair stated the recommendation will be posted for three days as a "proposed recommendation of ranking" and following this three-day period, if no objections to the proposed ranking have been received in writing by the Director of Purchasing, a final recommendation of ranking will be posted and presented to the Board for approval; and information and documents reviewed by Evaluation Committee members as part of the evaluation process are posted for general review on the Purchasing Division website.

The Chair stated the estimated time the final agreement will come to the Board for approval and execution is within 45 days from the final approval of the rankings.

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The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 3:11 PM.