

**AGENDA
COMBINATION INITIAL AND FINAL EVALUATION MEETING**

**RFP No. GEN2124409P1
Voluntary Emergency Loan Program**

Date: October 24, 2022

Time: 11:00am

Virtual and In Person Meeting (Microsoft Teams and Room 302)

Video/Audio Conference Information:

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 256 547 781 64

Passcode: mkRZRk

Or call in (audio only)

[+1 754-900-8519](#)

Phone Conference ID: 926 071 21#

Please Mute to limit background noise.

1. CALL TO ORDER AND ANNOUNCEMENTS

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

2. PURCHASING DIVISION REPORT

3. REVIEW OF SUBMITTALS

4. DETERMINATION OF RESPONDENTS RESPONSIVENESS

5. DETERMINATION OF RESPONDENTS RESPONSIBILITY

6. DETERMINATION OF FIRMS TO PROCEED TO FINAL EVALUATION

7. ANNOUNCE PRESENTATION ORDER AND GUIDELINES

8. CLOSED PRESENTATIONS BY FIRMS

9. GATHERING ALL FIRMS AND GENERAL PUBLIC AFTER PRESENTATION – COMMITTEE DISCUSSION

10. SCORING OF FIRMS

11. MOTION TO ACCEPT THE SCORING AND RANKING OF THE FIRMS

12. ESTIMATED TIME PERIOD TO CONCLUSION OF AGREEMENT NEGOTIATIONS

13. OTHER BUSINESS

14. ADJOURN MEETING

Link to Supporting Documents:

[https://www.broward.org/Purchasing/RepositoryDocuments/GEN2124409P1_Voluntary Emergency Loan Program.html](https://www.broward.org/Purchasing/RepositoryDocuments/GEN2124409P1_Voluntary_Emergency_Loan_Program.html)