Summary Meeting Minutes
RFP No. R1422515P1,
RFP Name: Public Safety Radio APCO Project 25
700 MHz Communication System

Final Evaluation Committee Meeting

Date: Monday, November 30, 2016
Location: 115 S. Andrews Avenue, Room GC430, Fort Lauderdale, FL 33301
Teleconference Number: 954-357-5486
Time: 1:00 p.m.

Committee Members Present:
• Monica Cepeiro, Assistant County Administrator, County Administration
• Donald DiPetrillo, Fire Chief/Director, Seminole Tribe of Florida
• Major Sonia Quinonas, Hallandale Beach Police Department
• Dr. Craig Mallak, Chief Medical Examiner, Office of the Medical Examiner and Trauma Services
• Jeffrey Thompson, Assistant Director, Construction Management Division, Public Works Department
• Brett Bayag, Director, Communication Technology, Office of Regional Communication and Technology
• Keith Wolf, Director, Infrastructure Services, Enterprise Technology Services Division, Finance and Administrative Services Department
• Karen Walbridge, Purchasing Manager, Purchasing Division (Non-voting Chair)

P25 Technical Review Team Members Present:
• Battalion Chief Michael Kane, Broward Sheriff’s Office, Fire-Rescue Department
• Kevin Mitchell, Duty Officer, Broward Sheriff’s Office, Community Services Department, Regional Communications Dispatch and 9-1-1 Division
• Lygia Torres, Information Systems Supervisor, Broward County Office of Regional Communications and Technology

County Staff Present:
• Jose De Zayas, Project Manager, Office of Regional Communications and Technology
• Mike Mullen, Purchasing Agent, Purchasing Division
• Leahann Licata, Senior Purchasing Agent, Purchasing Division
• Glenn Miller - County Attorney’s Office
• Rene Harrod, County Attorney’s Office
• Elizabeth Plaska – Risk Management Division
• Nick Falgiatore, Consultant, Mission Critical Partners
• Bonnie Maney, Consultant, Mission Critical Partners

Call to Order and Announcements:
The Evaluation Committee Meeting for RFP R1422515P1, Public Safety Radio, APCO Project 25, 700 MHz Communication System, Step Two or a Two-step Procurement, was held on Wednesday, November 30, 2016, in Room GC430 of the Governmental Center Building, 115 S. Andrews Avenue in Fort Lauderdale, Florida. Ms. Karen Walbridge, the Page 1 of 5
Introduction and Opening Remarks:
After opening remarks, Mike Mullen introduced County staff and consultants. Mr. Mullen stated that Request for Proposals (RFP) No. R1422515P1 for Broward County Public Safety Radio, APCO Project 25, 700 MHz Communication System – Step Two, was approved by the Board of County Commissioners on May 10, 2016, (Agenda Item No. 36). He stated that at the time of the advertising deadline on August 17, 2016, there were two submittals received from the two prequalified vendors, Harris Corporation and Motorola Solutions, Inc.

Additionally, he stated that on Friday, September 30, 2016, the Evaluation Committee convened to review an Information Package including an Evaluation Matrix of the two RFP submittals. At that Meeting, the Evaluation Committee determined that both vendors were responsive and responsible to the requirements of the Step Two solicitation and should move forward to the Demonstration area of this procurement.

Subsequently, demonstrations were conducted on October 17 – 21, 2016 both locally and in Lynchburg, Virginia for the Harris Corporation P25 System and on November 9 and 10 locally for the Motorola Solutions P25 System. On November 21, the Evaluation Committee reviewed information from the Technical Review Team who participated in both demonstrations. The Evaluation Committee made the determination to proceed with the Final Evaluation Committee on November 30 to hear final presentations from the two vendors before evaluation and scoring.

This Meeting was publicly noticed.

Ms. Walbridge, the Non-voting Chair, noted the presence of a quorum and named the Committee members.

The Chair stated that it is the responsibility of the Evaluation Committee to review the vendors’ submittals to ensure they are in compliance with the solicitation requirements, and to evaluate the submittals in order to make a recommendation to the County Commission to approve the shortlist of the qualified vendors.

Purpose of Meeting:
The Chair stated that the purpose the meeting was to hear presentations, score and rank the firms that were determined to be both Responsive and Responsible to the requirements of the RFP in addition to demonstrating their respective P25 Systems.

The Chair then asked those persons that were participating telephonically to identify themselves and their company.

The Chair stated that the Cone of Silence for this project has been in effect since February 9, 2016, which prohibits potential vendors from discussing this RFP with the Evaluation Committee, the County Administrator, Deputy County Administrator, Assistant County Administrator, Assistants to the County Administrator, their respective support staff, and any
other person authorized to evaluate or recommend evaluation in this RFP process. 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 Cone of Silence continues to be in effect until a contract has been awarded or the procurement has otherwise ended.

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

Approve Minutes of the November 21, 2016 Evaluation Committee Meeting for Demonstrations:
The Chair then called for a motion to approve the Meeting Minutes from the November 21, 2016, Evaluation Committee Meeting to Review Demonstration Results. A motion was made by Mr. Jeffery Thompson and seconded by Ms. Monica Cepero. The Chair stated the motion passed unanimously.

County Attorney’s Office Report – Terms & Conditions Exceptions:
The Chair then called on the Purchasing Division to report on the Terms and Conditions exceptions. Mr. Mullen reiterated that the RFP Solicitation document required proposers to state whether they accept Broward County’s Standard Terms and Conditions or, if they do not accept them, to define which contract provisions they cannot accept.

Harris Corporation did not take any exceptions to the Terms & Conditions.

Motorola Solutions, Inc. took 33 (thirty-three) exceptions of which sixteen (16) are deemed negotiable by staff. The County deemed seventeen (17) of Motorola Solutions exceptions as non-negotiable and recommended for rejection, as identified on the County Attorney’s Exceptions Analysis Chart shared with the vendors and Evaluation Committee prior to this meeting. Before there were any questions by the Evaluation Committee, the County Attorney’s Office reviewed each of these exceptions with Motorola Solutions. Subsequently, Motorola either waived exceptions or changed the recommended rejected exceptions to being negotiable. As such, there are no longer any exceptions being recommended for rejection but were either waived or changed to negotiable.

To prepare for the presentations, the Chair recessed the meeting at 4:18 p.m. The meeting was reconvened at 4:36 p.m.

Presentations:
The Purchasing Agent stated that at the November 21st Evaluation Committee Meeting, after the drawing of names from a hat, the selected order of presentations was determined to be: 1) Motorola Solutions, Inc. and 2) Harris Corporation.

The Chair reminded the proposers of the items which the Evaluation Committee requested be included in today’s presentations:

A. How the firm’s proposed system will interface with the Premier One CAD System.
B. How the firm will perform a switchover/cutover from the County’s existing system to your firm’s proposed system.
C. Explain the durability features of your firm’s equipment.
D. Explain in more detail your firm’s proposed system for Broward County.
E. Include information about the performance of your proposed system in Broward County’s climatic and coastal environment.
F. Explain the proposed system’s long term value to the County.
G. Highlight features and functions of your firm’s proposed system that will add value for the County compared to the County’s existing system
   a. Are there any features that the County will not be able to obtain with this system?
   b. Are there any limitations to the system?
H. Explain your firm’s tower and shelter structure advantages and/or disadvantages.

The presentations were limited to 45 minutes followed by an unlimited question and answer period during which the Evaluation Committee members and County Staff asked numerous questions of both firms. The first presenter was Motorola Solutions, Inc. followed by Harris Corporation. The order of presentations had been established at the November 21 Evaluation Committee Meeting by randomly picking names from a hat.

Review Submittals:
After all presentations and question and answer periods, the Chair asked if any of the Committee members or staff have anything they would like to discuss. Hearing nothing, the Non-Voting Chair stated they would then proceed with the scoring of the firms and requested the Purchasing representative provide some comments on the scoring sheets.

Scoring of the Firms:
The Purchasing Agent stated the scoring sheets which were distributed to each of the Evaluation Committee Members include the points for Location which are fixed based on specific criteria in the RFP. The scoring sheets do not include the points awarded for price which is formula based and has been calculated by Purchasing. The points awarded for both location and price will be added to each Committee member’s scoring sheet by Purchasing in order to arrive at the total score for each firm.

After all committee members completed their scoring and handed the sheets over to Purchasing, the Purchasing Agent stated he would recess the meeting to allow Purchasing the time to tabulate the scoring sheets. The Evaluation Committee members completed their score sheets and the Purchasing representative recessed the meeting at 7:18 p.m. The Purchasing Staff completed their tabulations and the Purchasing representative reconvened the meeting at 7:28 p.m. The Non-Voting Chair then asked the Purchasing Agent to announce the scores.

The Purchasing Agent first announced the points that were calculated for location and price, for each firm. He then read each Committee Member’s total score with the points for location and price added in. The Purchasing Agent then announced the highest scored and number one ranked firm followed by the ranked firms in sequence from high to low.

The results were Motorola Solutions, Inc. with a total score of 609.27 is the number one ranked firm.
firm. Harris Corporation with a total score of 594 is the number two ranked firm.

**Motion to Accept the Scoring and Ranking of the Firms:**
The Non-Voting Chair then called for a motion to accept the Evaluation Committee’s scores and have Purchasing submit the Proposed Recommendation of Ranking to the Board of County Commissioners. Motion was made by Mr. Jeffery Thompson and seconded by Dr. Craig Mallak. The Non-Voting Chair stated the motion passed unanimously.

The Purchasing Agent stated that the Evaluation Committee recommendation will be posted for three days as a “Proposed Recommendation of Ranking”. 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.

The Purchasing Agent advised that information and documents reviewed by Evaluation Committee members as part of the evaluation process are posted for general review on the Purchasing Division website located at the RFP/RLI Supporting Documents Repository.

**Estimated Time Period to Conclusion of Agreement Negotiations:**
The Purchasing Agent stated that the County estimates the final Agreement will be presented for approval and execution within 45 days from the final approval of the ranking.

**Adjourn Meeting:**
The Non-Voting Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 7:30 p.m.