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RFP TS-17-04-B
ERP System Software
And Implementation

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

September 26, 2018

The meeting of the Evaluation Committee ("Committee") for RFP TS-17-04-B "ERP System Software and Implementation" was called to order by Mark Gomes at 8:01 A.M. on Wednesday, September 26, 2018, in the Charles Dodge City Center, Conference Room A102, 601 City Center Way, Pembroke Pines, Florida 33025.

Present to wit: Evaluation Committee: Members Michael Lockett, Michael Castellano, Lisa Chong, Matthew Kefford, Daniel Rotstein, Riley Smith, and Christina Sorensen. Also Present: Mark Gomes, Purchasing Director, Gabriel Fernandez, Purchasing Manager; Assistant City Attorney Ian Singer; and Board Secretary Katherine Borgstrom. Steve Ditty and Darlene Stromberger from Panorama Consulting and Alex with Mazik were on the phone. In the audience was Phil Sharp with Tyler Technologies and Aner Gonzalez, Assistant City Manager.

Mark Gomes, Purchasing Director, presented the purpose of the meeting, that being to discuss how to proceed with the vendor demonstrations and scheduling of demos.

A motion by Member Sorensen, seconded by Member Chong to approve the May 2, 2018 minutes as received passed unanimously.

A motion by Member Sorensen, seconded by Member Rotstein to elect Michael Lockett to serve as Chairman passed unanimously.

[Secretary's note: Election of new chairman was necessitated due to the fact that this is now an RFP that will be issued for further information from the vendors.]

Steve Ditty went through a presentation to the committee concerning the prior week's conference call with vendors. He explained that the vendors are hesitant about having to prepare a demo that follows the 65 page format presented to the vendors by the City and the consultant. They are requesting that due to time and cost of producing such detailed demos that they be able to offer their standard demo. If the Committee decides that they need further or more detailed information from the vendors, second demonstration days could be scheduled. Most vendors believe their demos would be able to provide most of the departments the needed information. Mr. Ditty reported that the vendors are also requesting a more flexible scheduling for demos where they could choose what date to appear for the demo within dates provided by the Committee. The vendors also requested that the City departments provide a prioritized list of must see functions within the demos. Mr. Ditty stated that the four companies offering the ERP demos have all stated they will not present a SIS demo and are willing to work with either vendor chosen by the Committee for the SIS portion of the software. Vendors also requested that they be able to have some of their team members present their portion of the demo remotely, thereby only needing to send a few representative to the demos.

By consensus, members accepted Mr. Ditty's recommendations concerning the demos and remote presentations. Members discussed seeking City Manager's approval to have the demonstrations in the Commission Chambers so that the demos could be video and audio recorded. This would also provide for an avenue where a member could view the demo livestreaming in case that member has an emergency and cannot be present at the demo location. Members discussed having representatives of their departments sit in on the demos for their specific department.

Members discussed bifurcating the committee to have more education related members view the SIS demos. Assistant City Attorney Ian Singer, stated that the City Manager could be consulted on the matter. By consensus, members asked Mr. Gomes to speak with the City Manager about bifurcating for the SIS demos. Chairman Lockett did point out that the SIS portion still must be able to integrate with the chosen ERP software in many areas, including budgeting, finance and human resources.

Members discussed dates beginning in mid-October and going through November to right before Thanksgiving. After the dates are cleared for the use of the City Commission Chambers, the dates will be submitted to the vendors so they can choose a date for their demo. It will be on a first response, first choice basis.

A motion by Member Rotstein, seconded by Member Sorensen to adjourn the meeting at 9:17 A.M. passed unanimously.

Respectfully submitted,

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Katherine Borgstrom
Board Secretary