

COMMITTEE MEMBER TRAINING



*PRESENTED BY THE PROCUREMENT
MANAGEMENT DEPARTMENT*

WHAT IS A COMMITTEE?

- ▶ The dictionary definition : a group of people appointed for a specific function, typically consisting of members of a larger group. Two (2) or more people constitute a committee.

TYPES OF COMMITTEES

- CCNA
- Auditing Services
- Health Care Administration
- Health Care Insurance
- Banking Services



WHAT IS CCNA?

- ▶ CCNA is the Consultants Competitive Negotiation Act 287.055 of the Florida Statutes, that guides the process for competitive negotiation for Professional services, such as: architecture, professional engineering, landscape architecture, surveying, planning or mapping services.

FLORIDA'S GOVERNMENT IN THE SUNSHINE LAW- CHPT 286 OF FLORIDA STATUTES



WHAT CONSTITUTES A SUNSHINE MEETING?

- All meetings of any board of state agency, county, municipality or political subdivision.
- Where an official act will be taken, & recommendation made to City Council.



FLORIDA'S GOVERNMENT IN THE SUNSHINE LAW- CHPT 286 OF FLORIDA STATUTES

Requirements of the Sunshine law:

- ▶ Has to be open to the public
- ▶ Reasonable notice must be given
- ▶ Minutes of meeting must be taken

OPEN

GENERAL EXEPTIONS TO THE SUNSHINE LAW:

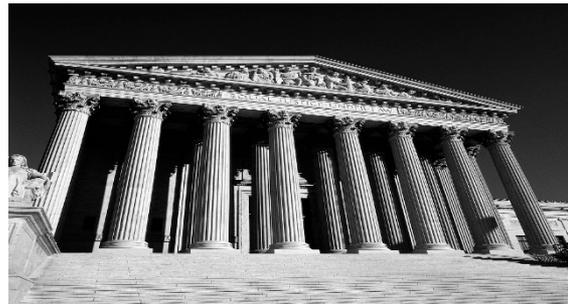


- A meeting that would reveal proprietary information or a security system plan.
- Meetings conducting negotiations. (Negotiations are recorded but not public until after Award).



Non-compliance under the Sunshine law

- ▶ **The State Attorney can prosecute violators of open meetings and public records law.**



TIMELINE OF THE RFP PROCESS

- ▶ Solicitation requested by the Department
- ▶ Public advertisement to include date and time of meetings
- ▶ Informational meeting with Committee, PM and Procurement
- ▶ RFP Opening
- ▶ PMD review of Proposals prior to sending them to committee



TIMELINE OF THE RFP PROCESS

- ▶ **Individual scores are received back from Committee & compiled by PMD**
- ▶ **Evaluation Meeting**
- ▶ **Q&A/presentation (if required)**
- ▶ **Approval- City Council- shortlist for CCNA or contract**
- ▶ **Negotiations if necessary**
- ▶ **Contract approval**

WHY ARE COMMITTEE MEMBERS IMPORTANT?

- ▶ **Committee Members go through the responses and evaluate them.**
- ▶ **They are responsible for making non-bias decisions on important issues.**
- ▶ **Their role allows this process to move to the next step to ultimately decide the winning firms.**



INFORMATIONAL MEETINGS PRIOR TO BID OPENING

- ▶ Takes place before the opening of the Bid, so it does not fall under the sunshine law
- ▶ Could be a telephone or face to face meeting
- ▶ Meeting with PMD, committee and PM
- ▶ PM discusses project
- ▶ PM & committee come up with questions and predetermined responses for Q&A

Prior to the Evaluation meeting:



- Understanding your role, signing and initialing the forms.
- No discussion about the project with anyone.
- Cone of silence is from the request of solicitation to award.

SAMPLE FORMS



THE FORMS THAT WE USE AND WHAT THEY MEAN:

- Participation Agreement
- Guidelines for RFP Evaluation
- Evaluation Score Sheet
- Question & Answer Score Sheet

Evaluating the Proposals

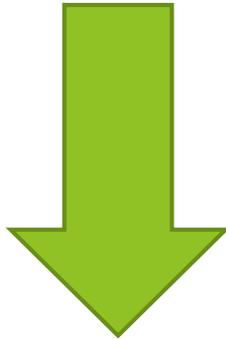
- ▶ Review of the criteria on the Instruction sheet.
- ▶ Review and compare proposals against each other. In other words, compare 'apples to apples'.
- ▶ Review ONLY what has been presented.
- ▶ ALWAYS, ALWAYS! Write comments that will help explain or justify your scores.





- ▶ You may not use rumors, prior information or any pre-disposed opinions in your evaluations.
- ▶ Look for specific information requested versus what was presented.
- ▶ E.g. If a question asks for experience from other agencies and to exclude the City's projects, and a firm presents City projects, then those projects should not be counted and scored by the committee member.

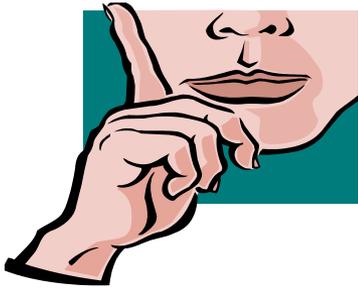
If you have a question about the process or the proposals



► Request information from the PMD Administrator (only). PMD will get the information from PM or firm and distribute to all committee members

FDOT REP- JEFFREY LECLAIRE

▶ Writing effective comments



During the Evaluation Meeting:

- ▶ Pay special attention to the Individual scores that are handed out, evaluate and come to a consensus on the Scores presented.
- ▶ Any discrepancies in the scores, this is the forum to discuss it.
- ▶ All firms must be scored and ranked.



During the Evaluation meeting **the committee must decide:**

- Keep individual scores or re-score.
- If more information is needed.
- If an interview is required (for CCNA this is a requirement.)
- The number of firms to interview.
- The length of time for the presentation &/or questions from the committee.
- (this is an estimated time and usually based on the # of pre-determined questions)
- Suggestions for key people to attend the Q&A session

Note- There is always a Public to be Heard at every public meeting.

AFTER THE EVALUATION MEETING:

- There shall still to be NO discussion about the project with anyone.
- Information does not become public knowledge until it is sent to City Clerk for the Council Agenda or posted on Demandstar.

Note: The scores (compilation, not individual score sheets) are made available on Demandstar after the meeting.





QUESTION & ANSWER SESSIONS

- ▶ The committee members are handed score sheets for each firm.
- ▶ Listen attentively, take notes/write comments that will help clarify scores.
- ▶ Look for focus points that were predetermined and decided by committee and PM
- ▶ Ask specific questions that will generate the best answers for the project.
- ▶ Try asking the same questions to all firms to make a fair evaluation.
- ▶ You may ask additional questions- they would need to be included on your score sheets and scored.



Decision Delivery to the Presenting Firms:

** Note While the individual Q&A Presentations is not a public meeting, The Q&A Decision Session is a public meeting. The final presenters are allowed to remain in the room after the final presentations while the other firms are brought back in, for the committee's decision. **

Decision Delivery to the Presenting Firms Cont'd:

- ▶ The decision is to be based solely on the questions presented to the firms, not on previous evaluations of the proposals submitted.
- ▶ Committee members may be called upon to discuss their scores in the presence of the presenting firms.
- ▶ Every Presenting Firm *must* be scored and ranked.



Decision Delivery to the Presenting Firms Cont'd:

- Every member is encouraged to share their views.
- Do not be intimidated by the more experienced committee members.
- If you have a different point of view, it is your duty to state it. Majority does rule.
- Committee members must state whether they accept the scores and rankings.

Note: There is a Public to Be Heard Session at the end of this meeting.



FREQUENTLY ASKED QUESTIONS

Q: Can you ask questions that are not on the score sheet?

A: Yes if all committee members include it on their sheets and score them. Same applies if it is a general question- it gets asked of all the firms whenever possible.

Q: Do I have to write comments, even if I know why I scored the way I did?

A: Yes- It serves as a justification/explanation of your scores and could make all the difference in a dispute.

Q: Do we have to say why we scored the firms the way we did in front of them?

A: Yes- If PMD asks, you should state it for the record. There is no right or wrong answer, and it gives the firms some insight that might help them in the future.

FREQUENTLY ASKED QUESTIONS CONT'D

Q: Aren't all sidewalk jobs the same? Can't we just apply the same method of scoring to all sidewalk jobs regardless of what was requested and submitted?

A: No- Although generally speaking sidewalk jobs are similar, each project must be judged and scored specifically for the project at hand, what was requested and what was presented.

Q: If the firms asked a question at the public to be heard session of the meeting, do we have to address them?

A: No- If you choose to you may, but what they are entitled to is to be heard. If it is something they need an answer to, we can get back to them in writing.

Q: How do we score the Q&A- do we wait till the end or score as we go?

A: It's up to you- you may take notes and score as you go; or compare to each other and score at the end.



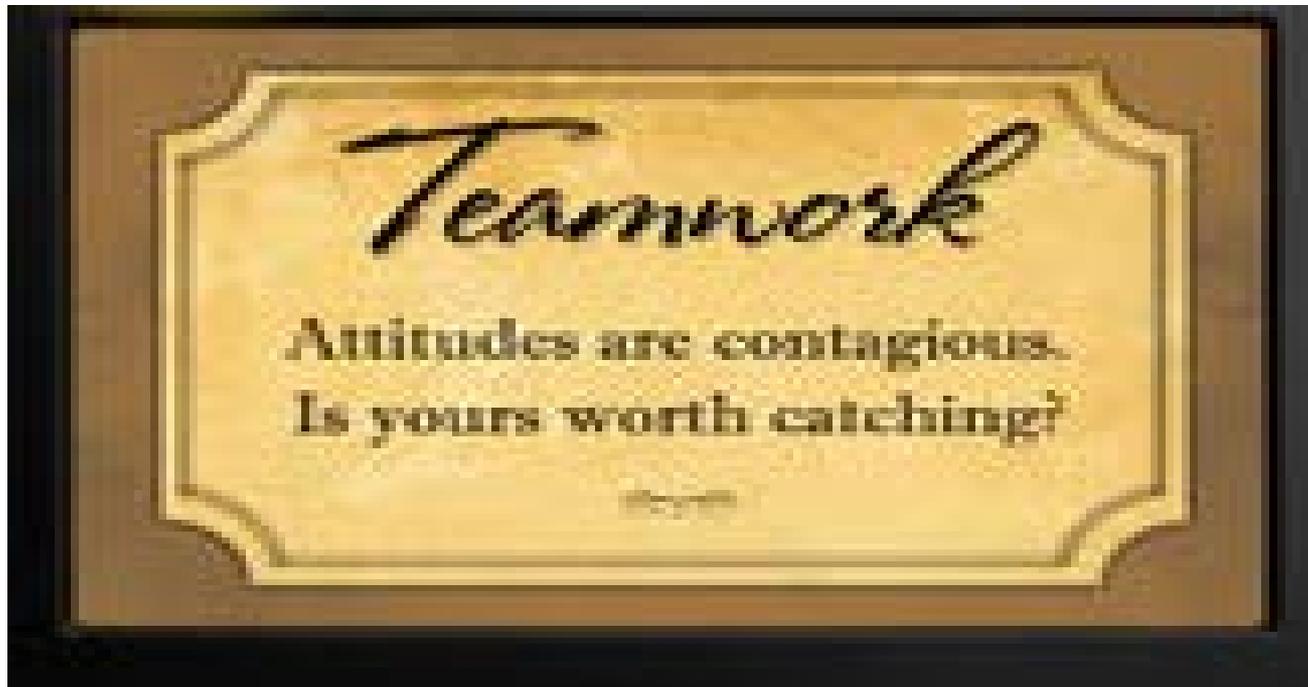
FREQUENTLY ASKED QUESTIONS CONT'D

Q: How do I score a firm who gives what I think is a great answer, but it is not one of the points that was discussed at the pre/bid or conference call meeting?

A: Because an idea seems like a great idea to you does not mean that it is a great idea or feasible for that project. Stick to the responses that were pre-determined for that question.

COMMITTEE MEMBER TRAINING

- ▶ The call to be a committee member is a very important one. You make key decisions that shape our community and make it a better place for us all.



COMMITTEE MEMBER TRAINING

QUESTIONS??



Thank you for Volunteering
&
THANK YOU FOR COMING.