

SELECTION COMMITTEE RFP EVALUATION – PERFORMANCE REVIEW
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: AUGUST 08, 2022

Call to Order

Chairman Crittenden convened the Selection Committee RFP evaluation for the Alva Fire Control & Rescue Service District Performance Review at 9:28 PM, August 08, 2022. There were sufficient committee members present to establish a quorum.

Commissioners in Attendance

Adam Crittenden
Henry Grant Fichter
Richard “Dick” Spence
Darren Watkins

Also in Attendance

Brandon Kuhn, Chief
Sunny Sipes, Administrative Assistant

Introduction & Purpose

The purpose of the Selection Committee meeting is to evaluate and rank the proposals submitted related to the Request for Proposals – Independent Special Fire Control District Performance Review.

Review of Consultant Selection Process

Administrative Specialist, Sunny Sipes, presented the Selection Committee with three Performance Review proposals from BJM CPA, Inc., MGT Consulting, and Thomas Howell Ferguson, PA. She informed the Committee that they were to review the detailed proposals and score the individual consultants on the following criteria: 1.) Consultant (Team) Competence / Qualifications / Services 2.) Similar experience and past professional accomplishments 3.) Project approach and understanding 4.) Price. She also provided the Committee with the scoring guide which ranged from “no response” 0% to “outstanding in all respects” 100% (copy attached hereto). Sipes explained that once the Committee members have completed and signed their respective scoring sheets they would then be tallied and ranked as to (1) highest score to (3) lowest score (copy attached hereto).

Review and Discussion of Proposals

Chief Kuhn relayed to the Committee that all proposals contained identical scope of work. He stated that the main difference in pricing was due to the projected hours that the project would require.

There was Committee discussion that MGT Consulting was the least costly proposal and that all consultants seemed to have a public safety member on their team to help with the operational review.

Kuhn detailed the process of review by the Bayshore Fire & Rescue District. He explained that they had “pulled” their RFP process for proposals and decided to pursue a bidding process. He stated that they had received no new offers to date. The Committee decided to pass on this option for proposal receipts and to adhere to the RFP process that was taking place.

The Committee completed their Evaluation Sheets.

Public Input on Business

None

Collection and Summary of Evaluation Sheets

Administrative Specialist, Sunny Sipes, collected the Scoring Sheets and completed the Ranking Chart.

Approve Ranked List of Consultants

Commissioner Watkins moved to approve the following rankings for the Alva Fire Control & Rescue Service District Performance Review Consultants: 1.) MGT Consulting 2.) BJM CPA, Inc. 3.) Thomas Howell Ferguson, PA. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

Adjournment

Commissioner Fichter moved to adjourn the meeting. This was seconded by Commissioner Watkins, and the vote was unanimous. Chairman Crittenden closed the meeting at 9:46 PM.

Respectfully submitted,

Sunny Sipes, Administrative Assistant

Minutes Distributed Electronically to Board Members