Goal Setting Committee (GSC) Meeting Minutes

Date: October 27, 2025
Location: TSSC Building – Executive Director Conference Room, Suite 321
Time: 10:00 a.m.

ATTENDEES

Committee Members Present (Voting)

- Michael Scott – Officer, Economic Development Opportunities & Compliance (EDOC)
- Cecelia Zereceda – Designee, Director, Business Support Center
- Janelle Danielson – Designee, Capital Programs
- Tyrri McCloud – Designee, Procurement & Logistics Operations (PLO)
- Allen Behnke – Manager, Physical Plant Operations (User Department)
- Edgar Lugo – Manager, Construction (User Department)
- Aston Henry – Director, Risk Management
- Cenira Infante – Designee, Facilities and Construction

Committee Members Present (Non-Voting)

1. Anne-Marie Richards – EDOC
2. Tasha Campbell – PMOR, EDOC

Virtual Attendance

- Belinda J. Defoor – Purchasing Agent, PLO
- Maya Balseca – Purchasing Agent, PLO
- Vincent Jones – EDOC
- Jennifer Andreu – Executive Director, PLO
- Lisa Yurkin – Federation of Public Employees
- Daryl Diamond – Project Management Office
- Roselyn Honyghan – Project Management Office
- Mark Cohen – Purchasing Agent, PLO
- Jucoby C. Smith – HR Operations
- Kealer C. Franklin – HR Operations
- Terese Ingram – Project Management Office

CALL TO ORDER

The meeting was called to order by Anne-Marie Richards at **10:00 a.m.**

Ms. Richards noted that the minutes from the previous meeting were not yet ready for distribution; therefore, no vote would be taken on prior minutes.

Ms. Richards conducted roll call and confirmed quorum. She reviewed the committee composition, distinguishing voting from non-voting members, and reiterated the committee's obligation to comply with the Florida Sunshine Law.

Ms. Richards provided an overview of the GSC's responsibilities, emphasizing its role in establishing Annual Procurement Initiatives (APIs) to support Emerging, Small, Veteran,

Minority, and Women-Owned Businesses (E/S/V/M/WBEs). She referenced District Policy 3330 and the 2023 Disparity Study conducted by Keen Independent Research, which was adopted by the Board in January 2024.

She also clarified that only APIs reviewed, voted on, and approved by the Committee are permitted to be used in procurement solicitations.

NEW BUSINESS

A motion to move **New Business** to the floor was made by **Michael Scott** and seconded by **Tyrri McCloud**. The motion passed unanimously.

1. RFP (Pending) – Fencing and Gates: Installation, Maintenance, and Repair Services

Proposed Spend Authority: $1,000,000
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Pre-Qualified Firm
Structure: Preapproved Vendor(s)

Discussion:
Mr. Behnke presented the solicitation and made a motion to accept EDOC's recommendation of **up to 15 EDOC Evaluation Points**. The GSC also recommended that PPO use a form of vendor rotation and include at least **one (1) EDOC-certified ESVMWBE** in the vendor selection process. The motion was seconded by **Cenira Infante**.

Mr. Scott asked why the solicitation was shifting from an ITB to an RFP. Mr. Behnke responded that RFPs provide greater flexibility.

The motion to accept EDOC's recommendation passed unanimously.

2. ITB (Pending) – Inspection and Repair of Fire Sprinkler Systems

Proposed Spend Authority: $2,682,000
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Lowest Bidder
Structure: Quotes

Discussion:
Mr. Behnke explained that the ITB will support PPO's Comprehensive Safety Inspections Program by providing inspection, testing, certification, and repair services for fire sprinkler systems across the District.

Mr. Behnke made a motion to accept EDOC's recommendation of a **3% Price Preference for EDOC-certified ESVMWBE prime contractors**. The motion was seconded by **Aston Henry** and passed unanimously.

3. ITB (Pending) – Fire Alarm Parts and Equipment

Proposed Spend Authority: $1,053,500
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Lowest Bidder
Structure: Preapproved Vendor(s)

Discussion:
Mr. Behnke explained that this bid is used by the Central Stockroom to supply in-stock and special-order fire alarm equipment, parts, and components.

Mr. Behnke made a motion to accept EDOC's recommendation of a **3% Price Preference for EDOC-certified ESVMWBE primes**. The motion was seconded by **Tyrri McCloud** and passed unanimously.

4. RFP 26-117 – Turnkey Solution for Providing Substitute Teachers for BCPS

Proposed Spend Authority: $75,625,000
Requesting Department: (Correct department needed – original text listed PPO; likely HR/Academics)
Award Method: (Likely RFP; original text listed "Lowest Bidder," which conflicts with RFP)
Structure: Preapproved Vendor(s)

Discussion:
Ms. Franklin deferred to Ms. Belinda Defoor (PLO). Ms. Defoor explained that the purpose of this RFP is to contract with providers for a turnkey substitute teacher solution, including all labor, materials, supervision, and equipment required to fulfill substitute services.

Mr. McCloud noted that there is a small business component to the solicitation. Mr. Scott emphasized that Compliance should play a role in the evaluation process and that existing vendors' compliance audits must be considered. Ms. Richards confirmed that EDOC's evaluation will include compliance audit review.

Ms. Richards requested a motion to accept EDOC's recommendation of:

- **Mandatory 15% subconsultant participation commitment**, and
- **Up to 15 Evaluation Points** based on the Evaluation Points Table after mandatory requirements are met.

Motion by **Michael Scott**; seconded by **Tyrri McCloud**. Motion passed unanimously.

5. RFP (Pending) – Stockroom Management Services for MRO Equipment, Supplies, and Related Items

Proposed Spend Authority: $6,562,500
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: (RFP – Award Method to be clarified; original text says "Lowest Bidder")
Structure: List of Preapproved Vendor(s)

Discussion:
Mr. Behnke expressed support for EDOC's recommendation and had no further comments.

A motion was made by **Mr. Behnke** to accept EDOC's recommendation of:

- **Mandatory 15% subconsultant participation commitment**, and
- **Up to 15 Evaluation Points** based on the Evaluation Points Table after mandatory requirements are met.

The motion was seconded by **Tyrri McCloud** and passed unanimously.

6. ITB 26-104 – Identification and Card Solutions

Proposed Spend Authority: $650,000
Requesting Department: IT – Project Management Office
Award Method: Pre-Qualified Firm
Structure: Preapproved Vendor(s)

Discussion:
Ms. Richards asked the user department to provide an overview. Ms. Diamond explained that the purchase is for printers that will allow each school to create and print staff and student ID badges. Mr. Behnke and Mr. McCloud added that the purchase includes printers and all necessary supplies.

Ms. Richards asked whether the Project Management Office recommended small business participation. Ms. Diamond made a motion to accept EDOC's recommendation of a **3% Price Preference for EDOC-certified ESVMWBE primes**. The motion was seconded by **Tyrri McCloud** and passed unanimously.

NEXT MEETING

- **Date:** November 17, 2025
- **Submission Deadline:** November 12, 2025

Ms. Richards reminded all user departments to submit agenda items by the deadline.

ADJOURNMENT

There being no further business, the meeting adjourned at **10:24 a.m.**

GSC MEETING ITEMS - OCTOBER 27, 2025 PER BOARD POLICY 3330 AND THE RESULTS OF THE 2023 DISPARITY STUDY CONDUCTED BY KEEN INDEPENDENT RESEARCH (KIR)							
#	P.A ASSIGNED	"NEW" RFQ/RFP /ITB #	"OLD" RFQ/RFP /ITB #	MATERIALS GROUP	ITB/RFP /PROJECT NAME	EDOC RECOMMENDATION	USER DEPARTMENT
1	Mark Cohen	RFP PENDING	ITB-FY23-173	FMR	Fencing and Gates Installation, Maintenance and Repair Services	UP TO 15 EDOC's EVALUATION POINTS - ALSO: GSC TO RECOMMEND PPO USE A FORM OF VENDOR ROTATION - AND INCLUDE AT LEAST ONE EDOC CERTIFED ESVMWBE FIRM IN THE VENDOR SELECTION PROCESS	Physical Plant Operations - (PPO) - Allen Behnke
2	Edgar Lugo	ITB26-120	ITB-FY21-170	FMR	inspection And Repair Of Fire Sprinkler Systems	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	Physical Plant Operations - (PPO) - Allen Behnke
3	Edgar Lugo	TBD	ITB-FY23-192	FMR	Fire Alarm Parts And Equipment	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	Physical Plant Operations - (PPO) - Allen Behnke
4	Belinda Defoor	RFP26-117	ITB-FY21-170	HRS	Turnkey Solution for Providing Substitute Teachers for BCPS	*MANDATORY 15% SUBCONTRACTING/SUBCONSULTANT PARTICIPATION COMMITMENT - POINTS WILL BE AWARDED BASED ON THE EDOC EVALUATION POINTS TABLE AFTER THE MANDATORY REQUIREMENTS ARE MET.	Human Resources Operations - Christine Henschel
5	Edgar Lugo	RFP PENDING	FY21-146	FMR	Stockroom Mgmt Services_MRO Equipment, Supplies And Related Items And Services	*MANDATORY 15% SUBCONTRACTING/SUBCONSULTANT PARTICIPATION COMMITMENT - POINTS WILL BE AWARDED BASED ON THE EDOC EVALUATION POINTS TABLE AFTER THE MANDATORY REQUIREMENTS ARE MET.	Physical Plant Operations - (PPO) - Allen Behnke
6	Maya Balseca	ITB26-104	ITB21-213	TEC	Identification and Card Solutions	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	IT - Roselyn Honyghan - IT Business AnalystDaryl Diamond - Director

*- EDOC EVALUATION POINTS TABLE	
E/S/V/M/WBE Participation Commitment Percentage of Total Contract Value	Assigned # of E/S/V/M/WBE Preference Points
0-≤15%	ZERO (0) POINTS
≥16% - ≤ 20%	5 POINTS
≥21% - ≤ 24%	10 POINTS
≥ 25%	15 POINTS