Goal Setting Committee (GSC) Meeting Minutes – DRAFT
Date: September 29, 2025
Location: Virtual Meeting via Zoom
Time: 10:02 a.m.

ATTENDEES
Committee Members Present (Voting)
- Michael Scott – Officer, Economic Development Opportunities & Compliance(EDOC)
- Ryan Smith – Director, Business Support Center
- Janelle Danielson – Designee, Capital Programs
- Tyrri R. McCloud – Designee, Procurement & Logistics Operations (PLO)
- Allen Behnke – Manager, Physical Plant Operations (User Department)
- Edgar Lugo – Manager, Construction (User Department)

Committee Members Present (Non-Voting)
- Anne-Marie Richards – EDOC
- Tasha Campbell – PMOR, EDOC

Virtual Attendance
- Belinda J. Defoor – Procurement & Logistics Operations (PLO)
- Shaheewa Jarrett - Broward County Black Chamber of Commerce
- Jennifer Andreu – Executive Director, Procurement & Logistics Operations
- Aston Henry – Director, Risk Management

CALL TO ORDER
The meeting was called to order by Anne-Marie Richards at 10:02 a.m.
A motion to approve the August 25, 2025, meeting minutes was entered by Tyrri McCloud, seconded by Ryan Smith. Motion passed unanimously.

Ms. Richards conducted roll call and confirmed quorum. She reviewed the composition of the committee, distinguishing between voting and non-voting members, and reiterated the committee's compliance with the Florida Sunshine Law to ensure transparency.
Ms. Richards provided an overview of the Goal Setting Committee's responsibilities, emphasizing its role in establishing Annual Procurement Initiatives (APIs) to support emerging small, veteran, minority, and women-owned businesses (ESVMWBEs). She referenced District Policy 3330 and the 2023 Disparity Study conducted by Keen Independent Research, adopted by the Board in January 2024.
Ms. Richards clarified that only APIs voted on and approved by the Committee are authorized for procurement solicitations.

NEW BUSINESS
A motion to move New Business to the floor was made by Mr. Behnke and seconded by Mr. Smith. Motion passed unanimously.

1. RFP (Pending) – Fire Alarm Services
Proposed Spend Authority: $2,000,000
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Pre-Qualified Firm
Structure: Preapproved Vendor(s)

Discussion:
Mr. Behnke presented the Fire Alarm Services RFP for district-wide testing, inspection, and certification of fire alarm systems as required by NFPA, State Statutes, and the Florida Fire Prevention Code.
After discussion, members agreed that the specialized nature of the work limited subcontracting opportunities.
Motion to remove the mandatory 5% subcontracting requirement and approve 15 EDOC evaluation points for small business inclusion. Moved by: Allen Behnke, Seconded by Michael Scott. Motion passed unanimously. API Recommendation: 15 EDOC Evaluation Points

2. ITB (Pending) – Heavy Equipment Digging and Backhoe Service with Operator
Proposed Spend Authority: $2,000,000
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Lowest Bidder
Structure: Quotes
Discussion:
Mr. Behnke explained the ITB will secure equipment rental services for heavy digging and backhoe operations.
Motion to accept the EDOC Recommendation of a 3% Price Preference for EDOC-certified ESVMWBE primes. Moved by: Allen Behnke, Seconded by: Michael Scott. Motion passed unanimously.

3. 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: Preapproved Vendor(s)
Discussion:
Mr. Behnke clarified that this solicitation covers inspection and repair of sprinkler systems, separate from fire alarm services. Motion to accept the EDOC Recommendation of a 3% Price Preference for EDOC-certified ESVMWBE primes. Moved by: Mr. Behnke
Seconded by: Mr. Lugo
Motion passed unanimously.

4. ITB (Pending) – Portable Male and Female Restroom Trailer (with Uni-Sex ADA Compliant Restroom)
Proposed Spend Authority: $200,000
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Lowest Bidder
Structure: Preapproved Vendor(s)
Discussion:
Mr. Behnke confirmed this purchase is for a portable restroom trailer, emphasizing that purchasing is more cost-effective than renting. District staff will maintain the trailers.
Motion to accept the EDOC Recommendation of a 3% Price Preference for EDOC-certified ESVMWBE primes. Moved by: Mr. McCloud, Seconded by: Mr. Smith, Motion passed unanimously.

5. ITB 26-105 – Pressure Cleaning Services
Proposed Spend Authority: $2,000,000
Requesting Department: Physical Plant Operations (PPO) – Allen Behnke
Award Method: Lowest Bidder
Structure: List of Preapproved Vendor(s)
Discussion:
Mr. Behnke described this solicitation for vertical surface pressure cleaning, requiring EPA and lead-awareness certifications.
Ms. Richards clarified that flatwork should be excluded, as it is covered under an existing contract. The committee agreed to limit flatwork to incidental use.
Motion to accept the EDOC Recommendation of a 3% Price Preference for EDOC-certified ESVMWBE primes. Moved by: Mr. Behnke , Seconded by: Mr. Scott.
Motion passed unanimously.

6. RFP 26-089 – External Independent Financial Auditing Services
Proposed Spend Authority: $1,500,000
Requesting Department: Office of the Chief Auditor – Dave Rhodes
Award Method: Pre-Qualified Firm
Structure: Preapproved Vendor(s)
Discussion:
Belinda Defoor explained this RFP renews the district's external auditing contract as required by state statute.
Ms. Andreu and Ms. Defoor both supported moving forward with 15 EDOC evaluation points rather than tabling the item.
Mr. Scott proposed updating the evaluation points table's threshold to "equal to or greater than 11%."
Motion to accept the EDOC Recommendation of 15 Evaluation Points for small business inclusion. Moved by: Mr. McCloud, Seconded by Mr. Lugo, Motion passed unanimously.

Follow-Up:
Mr. Lugo requested expedited processing of the Fire Alarm Services RFP to prevent contract lapse before December.

NEXT MEETING
Date: October 27, 2025
Submission Deadline: October 22, 2025
Ms. Richards reminded all user departments to submit agenda items by the stated deadline.

ADJOURNMENT
There being no further business, the meeting adjourned at 10:27 a.m.

GSC AGENDA MEETING ITEMS - SEPTEMBER 29, 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**	**EDOC RECOMMENDATION**	**ITB/RFP/PROJECT NAME**	**USER DEPARTMENT**
1	EDGAR LUGO	RFP 26-103	RFP-FY23-185	FMR	UP TO 15 EDOC's EVALUATION POINTS	Fire Alarm Services	Physical Plant Operations (PPO) - Allen Behnke
2	EDGAR LUGO	PENDING	29-026R	FMR	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	Heavy Equipment Digging And Backhoe Service With Operator	Physical Plant Operations (PPO) - Allen Behnke
3	EDGAR LUGO	PENDING	ITB-FY21-170	FMR	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	Inspection And Repair Of Fire Sprinkler Systems	Physical Plant Operations (PPO) - Allen Behnke
4	EDGAR LUGO /MARK COHEN	PENDING	N/A	FMR	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	Portable Male And Female Restroom Trailer, With Uni-Sex ADA Compliant Restroom Included	Physical Plant Operations (PPO) - Allen Behnke
5	EDGAR LUGO /MARK COHEN	PENDING	ITB-FY24-145	FMR	3% PRICE PREFERENCE IF PRIME IS EDOC CERTIFIED E/S/V/M/WBE	Pressure Cleaning Services	Physical Plant Operations (PPO) - Allen Behnke
6	BELINDA DEFOOR	RFP 26-089	FY 21-014	BOS	*15 EDOC's Evaluation Points Based on the EDOC Evaluation Points Table	External Independent Financial Auditing Services	Office of the Chief Auditor - Dave Rhodes

*** RFP26-089 - 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
0-3%	ZERO (0) POINTS
≥4% - 6%	5 POINTS
≥ 7% - 10%	10 POINTS
≥ 11%	15 POINTS