GOAL SETTING COMMITTEE
OFFICIAL SUMMARY MEETING MINUTES
Monday, August 25th, 2025
10:00 a.m.

ATTENDEES

COMMITTEE MEMBERS PRESENT (voting)
Michael Scott –Director – Economic Development Opportunities & Compliance (EDOC)
Ryan Smith – Director, Business Support Center
Janelle Danielson – Designee - Capital Programs
Tyrri R. Mccloud – Designee – Procurement & Logistics Operations (PLO)
Mark Cohen – Designee - Office of Facilities & Construction
Mary Mulder – Executive Director – Food and Nutrition (User department)
Allen Behnke – Manager Physical Plant Operations (User department)
Edgar Lugo – Manager Construction (User Department)

COMMITTEE MEMBERS PRESENT (non-voting)
Jennifer Andreu – Executive Director – Procurement & Logistics Operations (PLO)
Anne Marie Richards – EDOC
Tasha Campbell-PMOR – EDOC
Deryck Clarke – Supervisor 1 - Food and Nutrition Services (user department)

TEAMS Virtual Meeting Attendance
Sonja Coley – Capital Programs (User Department)_
Jasmine Jones – EDOC
Belinda J. Defoor – PLO
Thais Souza – PLO
Lisa Holmes – PLO
Theresa Coleman – Risk Management (User Department)
Todd Chelibashki – Treasurer's Office (User Department)

1. CALL TO ORDER

The meeting was called to order at 10:02 a.m. by Anne-Marie Richards, who welcomed attendees and introduced herself.

2. APPROVAL OF PREVIOUS MINUTES

Ms. Richards requested a motion to approve the July 21, 2025, meeting minutes.

- Motion: Tyrri McCloud – Sourcing Manager, PLO
- Second: Michael Scott – Director, EDOC
- Result: Motion passed unanimously

Following approval, Ms. Richards conducted a roll call of voting members, including both in-person and virtual attendees.

3. ADOPTION OF THE AGENDA

Ms. Richards requested a motion to move New Business to the floor.

- Motion: Allen Behnke – Manager, Physical Plant Operations
- Second: Ryan Smith – Director, Business Support Center
- Result: Motion passed unanimously

4. NEW BUSINESS

4.1 Solicitation No. ITB26-051 – Commercial Kitchen Appliances, Equipment, Supplies, and Parts

- Proposed Spend Authority: $5,200,000
- Requesting Department: Food & Nutrition Services (Mary Mulder, Executive Director)
- Category Code: FNS
- Structure: Catalog Bid by Line Item; Pre-approved Vendors
- Award Method: Pre-qualified firms, awarded by item; multiple alternates permitted

Discussion Highlights:

- Ms. Mulder explained Food Nutrition Services supports 200 individual school kitchens with equipment of various brands and ages requiring ongoing maintenance and timely repairs.
- Response time is critical; service within 24 hours is required to avoid disruption to student meals.
- Ms. Richards inquired about Small Business inclusion. Ms. Mulder supported adding a Small Business component if vendors can meet the 24-hour service requirement.
- Ms. Andreu, Executive Director, emphasized auditors require invoices to show MSRP, discount, and final price.
- Mr. Clarke noted challenges of awarding a “primary” vendor for catalog bids due to the wide variation in items and discount structures.
- Ms. Andreu clarified that per legal and audit guidance, a primary vendor plus alternates must be identified; however, catalog bids may be awarded to all responsible vendors with a non-zero discount.

Motion: Accept EDOC's recommendation of a 3% Price Preference for E/S/V/M/WBE-certified prime vendors.

- Motion: Mary Mulder – Executive Director, Food & Nutrition Services
- Second: Edgar Lugo – Manager, Construction
- Result: Passed unanimously

4.2 Solicitation No. RFP26-078 – Banking and Custodial Services

- Proposed Spend Authority: $2,000,000
- Requesting Department: Treasurer's Office (Ivan Perrone / Todd M. Chelibashki)
- Category Code: BOS
- Structure: Pre-approved Vendors
- Award Method: Points

Discussion Highlights:

- Mr. Chelibashki reported the current banking, and custodial contract expires at year-end, covering district-wide banking, depository, and custodial investment services.
- Ms. Andreu raised concerns about scope expansion (armored car, P-cards, merchant services), noting existing agreements already cover those items and should not be bundled.
- The committee discussed risks of overlapping contracts and timing concerns since solicitation development requires 3–6 months.
- Mr. Chelibashki stated the Treasurer's Office may exercise a 180-day extension on the current agreement to allow time for proper solicitation.

Motion: Table RFP26-078 until scope concerns are addressed.

- Motion: Todd Chelibashki – Treasurer's Office
- Second: Michael Scott – Director, EDOC
- Result: Motion passed unanimously

4.3 Solicitation No. ITB26-087 – Electrical Supplies

- Proposed Spend Authority: $3,353,520
- Requesting Department: Physical Plant Operations (Allen Behnke)
- Category Code: FMR

- Structure: Catalog Bid (line items included)
- Award Method: Lowest Bidder

Discussion Highlights:

- Mr. Behnke confirmed the solicitation covers electrical parts, structured as both catalog and line-item.
- Ms. Andreu reminded members that vendors' invoices must include MSRP, discount, and final price.

Motion: Accept EDOC's recommendation of a 3% Price Preference for E/S/V/M/WBE-certified prime firms.

- Motion: Allen Behnke – PPO Manager
- Second: Edgar Lugo – Manager, Construction
- Result: Passed unanimously

4.4 Solicitation No. RFP26-006 – Third-Party Administrative Services for Casualty Lines Claims

- Proposed Spend Authority: $4,000,000
- Requesting Department: Risk Management (Aston Henry)
- Category Code: BOS
- Structure: Pre-approved Vendors
- Award Method: Points

Discussion Highlights:

- Ms. Coleman (Risk Management) explained the scope includes claims processing, investigations, subrogation, and recovery services to reduce district liability.
- Services also include reporting and data analytics.
- Ms. Richards confirmed EDOC recommended 15 evaluation points for certified firms.

Motion: Accept EDOC's recommendation of 15 evaluation points for certified firms.

- Motion: Theresa Coleman – Risk Management
- Second: Edgar Lugo – PLO
- Result: Passed unanimously

4.5 Solicitation No. ITB26-064 – Construction Services for Minor Projects (CSMP)

- Proposed Spend Authority: $30,000,000
- Requesting Department: Capital Programs (Sonja Coley)
- Category Code: CON
- Structure: Pre-approved Vendor Pool
- Award Method: Pool of Pre-qualified Firms

Discussion Highlights:

- This solicitation supplements ITB25-041, which lacked participation in roofing, site utilities, and fire sprinkler categories (for projects under $200K).
- EDOC's recommendation was presented:
    - Projects ≤ $200K: Preference to EDOC-certified firms, provided capable vendors exist in various Disciplines categories. If there are NO EDOC Certified Firms in the various categories ≤ $200K , then the project may be assigned to a non EDOC certified firm. *All Firms are welcome to Bid in all Groups.*
    - Projects > $200K: Prime contractors must subcontract 15% to EDOC-certified firms.

Motion: Accept EDOC's recommendation as presented.

- Motion: Sonja Coley – Director, Capital Programs
- Second: Edgar Lugo – PLO
- Result: Passed unanimously

5. NEXT MEETING

- Date: September 29, 2025
- New Solicitations Due: September 24, 2025

6. ADJOURNMENT

With no further business, the meeting was adjourned at 10:35 a.m.

GSC MEETING ITEMS AUGUST 25, 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**	**EDDC RECOMMENDATIONS**	**ITB/RFP/PROJECT NAME**	**REQUESTING DEPARTMENT**
1	Thais Souza	ITB26-051	FY21-137	FNS	3% PRICE PREFERENCE IF PRIME IS EDDC CERTIFIED E/S/V/M/WBE	Commercial Kitchen Appliances, Equipment, Supplies and Parts	Food and Nutrition Services
2	Thais Souza	RFP26-078	FY21-009	BOS	**TABLED**	Banking and Custodial Services	Treasurer's Office
3	Edgar Lugo	ITB26-087	FY23-191	FMR	3% PRICE PREFERENCE IF PRIME IS EDDC CERTIFIED E/S/V/M/WBE	Electrical Supplies	Physical Plant Operations (PPO) Allen Behnke
4	Belinda Defoor	RFP26-006	FY23-016	BOS	FIFTEEN (15) EDOC EVALUATION POINTS	Third Party Administrative Services for Casualty Lines Claims	Risk Management - Aston Henry
5	Mark Cohen	ITB26-064	25-041 21-130 21-163 21-115	CON	**1. Projects $200,000 and Under:** **For all projects with an estimated value of $200,000 or less within Groups A, B, and C, preference shall be given to firms certified by the Economic Development, Opportunities & Compliance (EDOC) Department. These projects shall be assigned to EDOC-certified firms, provided that one or more such firms are available and capable of performing the required scope of work. If no EDOC-certified firms are available or qualified to perform the required scope, the project may be assigned to a non-EDOC certified firm in accordance with standard procurement procedures.** **2. Projects Over $200,000 – Subcontracting Requirement:** **For all projects exceeding $200,000, the awarded prime contractor shall be required to subcontract a minimum of fifteen percent (15%) of the total contract value to EDOC-certified firms.**	Construction Services Minor Project (CSMP)	Office of Capital Programs - Sonja Coley

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