Established 1915
BROWARD
County Public Schools

GOAL SETTING COMMITTEE
OFFICIAL SUMMARY MEETING MINUTES
Monday, April 29th , 2024
10:00 a.m.

ATTENDEES

COMMITTEE MEMBERS PRESENT (voting)

Denise Mincey-Mills, Economic Development and Diversity Compliance
Sonia Coley – Capital Programs and Chief
Ryan Smith – Business Support Center
Edgar Lugo – Facilities and Construction Management designee
Maximo A. Rosario (User Dept.)
Michelle Forest (User Dept)
Michelle Wilcox (PWS Designee)

COMMITTEE MEMBERS PRESENT (non-voting)

Jennifer D. Andreu – Executive Director, Operations
Anne Marie Richards – EDDC
Tasha Campbell-PMOR – EDDC
Edgar Lugo – PWS
Vincent Jones – EDDC
Allen Behnke - PPO
Alex Jurado - PWS
Susanne Dale - PWS
Daisy Chentes-Hernandez - PWS
Ernesto Perez – PWS
Maya Balseca - PWS
Julio Gonzalez - IT
Diana Agenor - EDDC
Allen Behnke - PPO

ZOOM Virtual Meeting Attendance

Shaheewa Jarrett Gelin, Esq., SBAC
Brian Farrell
Andrea Cotti
Natalia Moron
Cenira Infante

CALL TO ORDER

APPROVAL OF PREVIOUS MINUTES

Items Presented by the Procurement & Warehousing Services Dept.
Ms. Mincey-Mills made opening remarks.
Entertained a motion to move new business to the floor- moved by Ryan Smith – Director Business Support Services, seconded Sonja Coley.

1. *New Solicitation No:* **ITB25-015 – Removed (One year renewal)**

Solicitation Title: **Maintenance of Hardwood Floors – Removed from the Agenda – Bid was renewed for 1 additional year.**
Proposed Spend Authority of New Solicitation: **$1,098,000**
Category Code(s) (Materials Group) for New Solicitation: **91025**
Requesting Department: **Physical Plant Operations**
Brief Description of Items/Nature of Services Requested: **GYM FLOOR REFINISHING, STAGE & DANCE FLOOR REFINISHING, AND WOOD REPLACEMENT**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.) **Competitive Solicitation.**
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: *Ms. Denise Mincey-Mills brought* **ITB25-015** *to the floor for discussion: Representative was not available to speak on this item. Motion was made to move to the 2nd item until the PA was available.*
Alex Jurado representing PWS, and the user department joined the meeting and spoke regarding this item. He explained that the user department decided to go with the first renewal option. Ms. Mincey- Mills made motion to remove item from the agenda.

2. *New Solicitation* **No: ITB24-312**
New Solicitation Title: **Adobe Creative Cloud User License and Adobe Sign Transactions**
Proposed Spend Authority of New Solicitation: **TBD**
Category Code(s) (Materials Group) for New Solicitation:
Requesting Department: Technology (Maximo Rosario – User Dept. Rep.)
Brief Description of Items/Nature of Services Requested: **This ITB request is for SBBC to be able to provide Adobe user license for students for industry certification and for departments to be able to manage digital content.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.) **Competitive Solicitation**
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: *Ms. Denise Mincey-Mills brought* **ITB24-312** *to the floor for discussion:*

Susanne Dale – Purchasing Agent represented PWS, introduced Maximo Rosario and Julio Gonzalez from the Technology Department to discuss the item; Mr. Gonzalez explained that this is a License to be able to provide creative cloud licensing to C-States students. In addition to that, the district also buys licenses for departments and two, the schools and Adobe sign transactions which Business Support Center and IT uses to do that.
Ms. Mincey-Mills asked Julio Gonzalez if the Purchase is made directly or from a third party. Mr. Gonzalez confirmed that it is purchased from a third party. Ms. Mincey-Mills recommended a 3% pricing preference since the item is being purchased from a third-party. Maximo Rosario and Julio Gonzalez agreed. Ms. Mincey- Mills made motion to accept EDDC's recommendation, Second by Ryan Smith, motion passed unanimously – A 3% Local PRICE PREFERENCE IF PRIME IS CERTIFIED ESVMWBE was approved by the GSC.

3. *New Solicitation* **No: RFP25-020**
New Solicitation No: **RFP25-020**
New Solicitation Title: **Interpreter Services for the Deaf and Hard of Hearing**
Proposed Spend Authority of New Solicitation: **$3,500,000**
Category Code(s) (Materials Group) for New Solicitation: **BOS**
Requesting Department: Specialized Instruction **(Ms. Andrea N. Ciotti, Director)**
Brief Description of Items/Nature of Services Requested: **This ITB requests vendor services to provide Interpreter Services for the Deaf and Hard of Hearing for students, parents, teachers, and school staff at various school locations throughout the District.**

How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: *Ms. Denise Mincey-Mills brought item* **No: RFP25-020** *to the floor for discussion :*
Purchasing Daisy Hernandez spoke on behalf of the end-user department, recommended that this RFP be switched to an ITB. Ms. Hernandez explained "So when I took this over, they decided to separate and create the ITB 24-032 and ITB 25-020. ITB 25-020 strictly will handle interpreter services for the deaf and hard of hearing, but they have on site, and they have the virtual the same as the ITB 24-032. Now moving forward, after this is all said and done, I agree it should be an RFP, but there is a price not to exceed per hour. Now that is up to the end user to make that final decision, we cause we're looking at obviously, transportation gasoline, blah blah blah, whatever. That's one price I had put in there just to have a number hypothetical. I put $85 an hour and I gave $65 an hour for virtual. Daisy deferred to Ms. Ciotti to make the decision regarding pricing".

Ms. Jennifer Andreu responded and stated that this is not the place to decide on pricing. The goal of today's meeting is to determine the best Procurement methodology, and if there is going to be an API that applies. However, the RFP vs ITB will be addressed, based on the fact that it is not only price driven, but there are other factors to consider, and, also, that in the past this was an RFP. Ms. Andreu made the recommendation that it remains an RFP with a pool of vendors, and an AP for small certified local firms to be given an additional 10 Evaluation Points. The user department representative, Ms. Andrea Ciotte voiced her concerns regarding the expiration of the Contract which is July 24th. She stressed that we cannot lose these services since it will impact the kids that depend on these services. She did agree with the RFP process, and she agrees that it is beneficia l- to Ms. Andreu's point - in choosing qualified candidates. She is however concerned with the current timeline in getting this item approved and a contact in place prior to the new school year. After further discussion with Daisy Hernandez - Purchasing Agent, Ms. Ciotti acknowledged Ms. Andreu's API recommendation of 10 Evaluation Preference Points with additional five (5) if ESVMWBE Prime is first time bidder/proposer and stated that she valued her expertise and advise and that she would like to move forward with the RFP and the API recommendation.

4. *New Solicitation No:* **RFP25-XXX (Pending)**
New Solicitation Title: **School Bus Infraction Detection System**
Proposed Spend Authority of New Solicitation: **No Expense to the District/ Income Generating**
Category Code(s) (Materials Group) for New Solicitation: Tec
*Requesting Department***: Pupil Transportation (Rolando Alvarez) Michelle Wilcox – PWS**
Brief Description of Items/Nature of Services Requested: **Repair, maintenance of equipment, court support, community outreach of the program.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: *Ms. Denise Mincey-Mills brought* **RFP25 – XXX (Pending)** *to the floor for discussion :*

Purchasing Agent Michelle Wilcox spoke on behalf of the end-user department and explained that this is revenue driven for the district. The District is looking to partner with a vendor to install "Red-Light" cameras on School Busses to determine the infraction, whether or not someone passed the bus when there is a "no passing" situation, and issue a violation, this is expected to create revenue sharing for the district. Ms. Mincey Mills stated that because this is revenue sharing and is expected to generate revenue for the district, she made a motion and recommend NO API on this item, this motion was seconded by Sonja Coley, motion passed – OPEN – NO API.

New Business*:*
Ms. Andreu asked about the upcoming May 20th GSC meeting, and it there was a list of items pending, to which Ms. Mincey-Mills deferred to Anne Marie Richards who explained that as of April 29th, One item – Pressure Washing for small projects was on the list to come back for review, and we refer to the Contract Tracker to determine what will go to the next GSC meeting.
Ms. Andreu stated that she met with the Purchasing Department on Friday, April 25, and asked them to get the solicitation request forms sent over to EDDC as soon as there is a request from the end-user department. Ms. Andreu explained that right now, we are in Hybrid mode, since some Solicitation requests are coming through Ariba and some are still coming the old fashion way. She also explained that most are new items that are not listed on the Contract Tracker, they are brand new items that we never had before and gave the example of P.A Michelle Wilcox's School

Bus Infraction Detection Systems bid. Ms., Andreu also stated that If it starts to flow and picks up, that it is her understanding that EDDC is willing to have two (2) GSC meeting a month, if needed, in order to accommodate the flow of Solicitations that are coming in from Procurement. Ms. Mincey-Mills acknowledged. Ms. Wilcox explained that Purchasing is starting to get new solicitations, and that last minute requests or emergencies do happen. Ms. Mincey-Mills agreed with the statement and stated that we did accommodate the interpreter services at the very last minute, and our goal is to continue to work with Procurement and not hold up the process.

Ms. Mincey-Mills adjourned the April 29th GSC meeting at 10:36 am

NEXT MEETING:

Monday May 20th

ADJOURNMENT – 10:36 am

RESULTS OF April 29th - GSC MEETING - PER BOARD POLICY 3330 AND THE RESULTS OF THE 2023 DISPARITY STUDY CONDUCTED BY KEEN INDEPENDENT RESEARCH.

	PURCHASING AGENT	NEW SOLICITION #	ITB/RFP/PROJECT TITLE	REQUESTING DEPARTMENT	INDUSTRY	API APPROVED BY the GSC
1	Susanne Dale	ITB 24 -312	Adobe Creative Cloud User License and Adobe Sign Transactions	Information and Technology Division	Professional Services	3% PRICE PREFERENCE IF PRIME IS CERTIFIED ESVMWBE
2	Daisy Chentes	RFP25-020	Interpreter Services for Deaf and Hard of Hearing	Exceptional Student Education	Professional Services	EVALUATION POINTS: 10 EDDC Points, Additional five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT
3	Michelle Wilcox	RFP25-XXX (Pending)	School Bus Infraction Solutions	Pupil Transportation	Professional Services	OPEN- NO API Applied

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