GOAL SETTING COMMITTEE (GSC) MEETING MINUTES
TSSC Building – 7720 W Oakland Park Blvd, Sunrise, FL 33351
Executive Director of Operations Conference Room Suite 321

Monday, July 21st, 2025
10:00 a.m.

I. CALL TO ORDER

Chairperson Anne-Marie Richards called the meeting to order at 10:02 a.m.

II. ROLL CALL

Voting Members Present:

- Michael Scott – Officer, EDOC
- Tyrri McCloud – Procurement & Warehousing Services (PWS)
- Allen Behnke – Manager, Physical Plant Operations (PPO)
- Ryan Smith – Director, Business Support Services

Non-Voting Members and Attendees:

- Anne-Marie Richards – EDDC
- Edgar Lugo – Procurement & Warehousing Services (PWS)
- Mark Cohen – Procurement & Warehousing Services (PWS)
- Sonja Coley – Director, Capital Programs
- Divine Amoah – Capital Programs (Not Responsive)
- Aston Henry – Director, Risk Management
- Sandra Garzon – Capital Programs

III. AGENDA ITEMS

Item 1: ITB26-061 – Theater Dimming Racks and Related Stage Lighting Equipment

- **Requested By:** Physical Plant Operations (Allen Behnke)
- **Proposed Spend:** $864,000
- **Structure:** Price Driven
- **Award Method:** Lowest Bidder – Line-Item Bid, Multiple Awardees

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Discussion Summary:
Mr. Allen Behnke gave an overview, explaining the ITB involves installation and replacement of aging theatrical dimming racks and stage lighting equipment, including emergency and house fixtures. Ms. Richards inquired about small business inclusion. Mr. Behnke supported EDDC's recommendation of a 3% price preference.

Mr. Scott questioned the award method. Mr. Lugo clarified it's a catalog bid, potentially with a primary and several alternates.

Motion: To accept EDDC's API recommendation of a 3% Price Preference for E/S/M/W/VBE Certified Primes.

- **Motion by:** Tyrri McCloud
- **Seconded by:** Michael Scott
- **Vote:** Unanimous approval

Item 2: RFQ26-063 – McArthur High School Pool Design Services

- **Requested By:** Capital Programs Budget – Sonja Coley / Divine Amoah
- **Proposed Spend:** $1.2 Million
- **Structure:** Pre-Approved Vendor
- **Award Method:** Pre-Qualified Firm

Discussion Summary:
Ms. Coley presented on behalf of Mr. Amoah. EDDC recommended a mandatory 10% subcontracting goal. Ms. Coley expressed concern about meeting the goal due to the design nature of the services. Mr. Cohen reassured the committee that a 10% goal is historically achievable for A&E design. Ms. Richards confirmed this is a reduced recommendation from the usual 29-30%.
Motion: To accept EDDC's recommendation of Evaluation Points with a Mandatory 10% Subcontracting Requirement.

- **Motion by:** Ryan Smith
- **Seconded by:** Allen Behnke
- **Vote:** Unanimous approval

Item 3: ITB26-064 – Construction Services for Minor Projects

- **Requested By:** Capital Programs Budget – Sonja Coley / Divine Amoah
- **Proposed Spend:** $30 Million
- **Structure:** Pre-Approved Vendors
- **Award Method:** Pool of Pre-Qualified Firms

Discussion Summary:
Mr. Cohen expressed concerns about the proposed EDDC goals, citing lack of bids in past solicitations for similar categories, especially in Roofing (Groups A & B). He proposed a broader approach to include more vendors.
Discussion ensued about the ITB vs RFP format and the legality of using a vendor pool under an ITB. Mr. Lugo maintained multiple vendors can be awarded under an ITB. Mr. McCloud recommended tabling the item until legal clarification is obtained.
Motion:
To Table ITB26-064 pending legal clarification.

- **Motion by:** Allen Behnke
- **Seconded by:** Michael Scott
- **Vote:** Unanimous approval

Follow-up Action:
Ensure legal discussion includes Mr. Cohen, Mr. Lugo (PWS), and Capital Programs representatives.

Item 4: RFP26-007 – Property & Casualty Insurance Brokerage Services

- **Requested By:** Risk Management – Aston Henry
- **Proposed Spend:** $150 Million
- **Structure:** Pre-Approved Vendor
- **Award Method:** Pre-Qualified Firm

Discussion Summary:
Mr. Henry provided an overview, noting the district's dealings with domestic and international insurance carriers. Ms. Richards explained EDDC's recommendation of awarding Evaluation Points based on a metrics table—no mandatory subcontracting.
Mr. Henry inquired about points for small business usage. Ms. Richards clarified that points would be awarded if a proposer includes a small business, but the total score also includes other factors.
Motion:
To accept EDDC's recommendation for Evaluation Points based on Evaluation Points Table.

- **Motion by:** Aston Henry

- **Seconded by:** Michael Scott
- **Vote:** Unanimous approval

Item 5: RFP (Pending) – Tree Trimming Services

- **Requested By:** Physical Plant Operations – Allen Behnke
- **Proposed Spend:** $2,507,000
- **Structure:** Pre-Approved Vendor

Discussion Summary:
Ms. Richards stated this item was previously reviewed and returned for API revision. EDDC and PWS recommend removing the 5 Evaluation Points for first-time bidders, retaining 15 points.
Discussion arose regarding whether to publish the scoring metric in the RFP. Mr. Scott advised waiting on Legal's response. Mr. McCloud moved to include a version of the metric in the solicitation.

Motion 1: To remove the 5 Evaluation Points for First-Time E/S/V/M/W/BE Bidders.

- **Motion by:** Allen Behnke
- **Seconded by:** Tyrri McCloud
- **Vote:** Unanimous approval

Motion 2: To add a version of the Evaluation Metric to the Tree Trimming Solicitation.

- **Motion by:** Tyrri McCloud
- **Seconded by:** Sandra Garzon
- **Vote:** Unanimous approval

IV. NEW BUSINESS
No additional new business was brought forward.

V. NEXT MEETING
Scheduled Date: August 25, 2025
Deadline for New Solicitations: August 21, 2025

VI. ADJOURNMENT
Meeting adjourned at **10:50 a.m.**

GSC MEETING ITEMS - JULY 21, 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	EDGAR LUGO	ITB26-061	ITB-FY21-144	FMR	3% ESVMWBE Certified Prime Price Preference	Theater Dimming Racks And Related Stage Lighting Equipment	Physical Plant Operations - Allen Behnke
2	MARK COHEN	RFQ26-063	NEW Solicitation	A&E	Evaluation Points with a Mandatory 10 % Subcontracting (Qualifier)	McArthur High School Pool - Design	Office of Capital Programs - Sonja Coley/Divine Amoah
3	MARK COHEN	ITB26-064	ITB25-041, FY20-130, FY21-163, FY21-115	CON	**TABLED FOR FUTHER DISCUSSION:**	Construction Services Minor Projects - (CSMP)	Office of Capital Programs - Sonja Coley
4	BELINDA DEFOOR	*RFP26-007	FY21-154	BOS	15 Evaluation Points - based on Evaluation Points Table	Property and Casualty Insurance Brokerage Services	Risk Management - Aston Henry
5	EDGAR LUGO	RFP- (PENDING)	FY22-194	FMR	15 Evaluation Points	Tree Trimming Services	Physical Plant Operations - Allen Behnke

***EDDC EVALUATION POINTS TABLE (RFP26-007)**

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

RFQ26-063 - McArthur HS Pool Design

***EDDC EVALUATION POINTS TABLE**

E/S/V/M/WBE Participation Commitment Percentage of Total Contract Value	Assigned # of E/S/V/M/WBE Preference Points
10%	ZERO (0) POINTS
≥11% - ≤15%	5 POINTS
≥16% - ≤ 20%	10 POINTS
> 20%	15 POINTS