

## **Proposed meeting dates for RFP 20-470 Utilities Computerized Maintenance Management System**

The following meetings are open to the public to attend. Instructions on how to attend each meeting are provided below.

### **First Selection Committee Meeting, Procurement Requirements Assessment, Elevation Level 1:**

**May 12, 2020 @ 10:00 a.m. – 11:30 a.m.** – Procurement will distribute the Proposals and evaluation criteria to the Selection Committee.

Meeting will be held in the Neil Combee Administration Building, 330 West Church Street, Bartow, FL, conference room 413. In accordance with State of Florida Executive Order 20-69, the Selection Committee meeting will be available to the public through the Zoom video conferencing application. The public may join the Zoom meeting by clicking on the meeting link: <https://us02web.zoom.us/j/83304429873> and using the Zoom application, or may join the meeting by dialing (646) 558-8656, and when prompted, enter Meeting ID: 833 0442 9872. If you need assistance accessing this website due to ADA or any other reason, please email Michael Guerrero at [MichaelGuerrero@polk-county.net](mailto:MichaelGuerrero@polk-county.net).

### **Selection Committee Evaluation – Elevation Level 2:**

**June 12, 2020 @ 2:00 p.m. – 4:00 p.m.** – Selection Committee meeting to score and elevate Proposers. At this meeting, the Selection Committee will collectively decide if they would like to elevate Proposers to Elevation Level 3, Scripted Software Demonstrations, or if they would like to recommend entering into contract negotiations with all Proposers, starting with the highest scoring Proposer.

Meeting will be held in the Neil Combee Administration Building, 330 West Church Street, Bartow, FL, conference room 413. In accordance with State of Florida Executive Order 20-69, the Selection Committee meeting will be available to the public through the Zoom video conferencing application. The public may join the Zoom meeting by clicking on the meeting link: <https://us02web.zoom.us/j/83359620989> and using the Zoom application, or may join the meeting by dialing (646) 558-8656, and when prompted, enter Meeting ID: 833 5962 0989. If you need assistance accessing this website due to ADA or any other reason, please email Michael Guerrero at [MichaelGuerrero@polk-county.net](mailto:MichaelGuerrero@polk-county.net).

### **Proposer Scripted Software Demonstrations – Elevation Level 3:**

**July 23-24: July 27-28: and July 29-30, 2020 @ 8:00 a.m. – 5:00 p.m.** – These dates are being held for Proposer Demonstrations. The number of Proposers and specific dates will be determined as a result of Elevation Level 2, Selection Committee Evaluation.

If Proposers are elevated to scripted software demonstrations, each elevated Proposer will present a scripted software demonstration and answer questions posed by the Selection Committee.

At the end of all scripted software demonstrations, each Selection Committee member will individually rank the Proposers.

**On August 13, 2020 @ 9:00 a.m.-11:00 a.m.** - Selection Committee will reconvene at a publicly noticed meeting that is open to the public, and will discuss their ranking. At this meeting, the Selection Committee will collectively decide if they would like to elevate one or more of the Proposers to Elevation Level 4, Site Visits of Proposer Customers.

The location of the meeting will be added to this document and posted prior to the meeting date.

**Site Visits of Proposer Customers - Elevation Level 4:**

**September 8, 2020 and September 15, 2020 @ 8:00 a.m. – 5:00 p.m.** -

These dates are being held for Site Visits in accordance with Elevation Level 4.

On **September 21, 2020 @ 1:00 p.m. – 3:00 p.m.** – The Selection Committee will convene at a publically noticed meeting that is open to the public and the UAC will present their analysis of the site visits to the full Selection Committee. The Selection Committee will then rank all Proposers elevated to site visits and will collectively decide how many Proposers they would like to enter into negotiations with and to recommend the Board authorize staff to enter into contract negotiations.

The location of the meeting will be added to this document and posted prior to the meeting date.

**REVIEW OF PROPOSAL FILES**

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) working days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

**INTERVIEWS:**

In accordance with Florida Statute 286.0113, all interviews conducted will be exempt from attendance by anyone other than the selection committee. At the end of the last interview, the meeting will be open to the public and the ranking of firms and recommendation of award will occur in the sunshine.