

**Public Meeting**  
**Final RFA 22-198**  
**COMMUNITY AGENCY PARTNERSHIP PROGRAM FOR**  
**POVERTY REDUCTION PROGRAMS (CAPP)**

Date: August 31, 2021

Start Time: 6:03 PM

Location: Grace Knight Conference Room

1. **Review Scores and Award Funding:** We are to discuss, ranking and Team funding recommendations for RFA #22-198 CAPP and these meetings are being recorded.
  - 1.1. (Introduction) I'm Tj White, Procurement Agent 2, with the Procurement Services and introduce staff and review evaluation team. Go over the agenda on screen
  - 1.2. First, I want to thank the committee for taking the time out of your busy schedule to evaluate these applications. Welcome to the citizen attending this Public Meeting; these meetings are open to the public and you are here to observe the public meeting. You will have an announced time (3 minutes; no team response) for public comments. There are Agenda's available if you would like one or look at the shared screen.
  - 1.3. The RFA team will be evaluating applications, discussing their scores, and approving the Team's Final ranking. This Team's final ranking and funding recommendations will be submitted to the BoCC for their approval and authorization to negotiate a contract.
  - 1.4. I will discuss the current RFA process, and then move forward with the ranking.
  - 1.5. Current RFA Status:
    - 1.5.1. Advertised on March 31<sup>st</sup> 2021 and April 7<sup>th</sup> 2021
    - 1.5.2. Bid/Application Opening Date was on May 4<sup>th</sup>, 2021
    - 1.5.3. Scoring Application (Zoomgrants) and vendor applications were made available to the RFA Committee in May of 2021
    - 1.5.4. This Evaluation Team met on August 3<sup>rd</sup> for the first public meeting to discuss scores and ranking. This is their second public meeting to discuss the ranking and award recommendations.
  - 1.6. Disclosure Forms (Conflict of Interest) were signed on August 31<sup>th</sup> 2021.
  - 1.7. Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been transposed correctly and that they match the scores on your individual score sheets. As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.
  - 1.8. Discuss scores and make changes if pertinent
    - 1.8.1. Discussion, Record and Update RFA Application Evaluation scores
      - 1.8.1.1. Encourage discussion on the proposals, scoring and until all members are satisfied.
      - 1.8.1.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
  - 1.9. Attach Score Sheet to next page once the team has made their final approval.
2. **Motion to Approve the Scores and Funding Recommendation:** Karen Billings motion to approve the scores and final rankings for RFA 22-198 Community Agency Partnership Program for Poverty Reduction Programs (CAPP). Motion seconded by Kali Blount.  
Vote: 4-0 in Favor
3. **Motion to Select Evaluation Chair:** Karen Billings motions to elect Tom Logan as Evaluation Chair to present at the Board Meeting. Motion seconded by Cathie Whitney.  
Vote: 4-0 in Favor

4. **Public Comment**

5. **Motion to Approve the Meeting Minutes:** Kali Blount moved to approve the Meeting Minutes Motion seconded by Karen Billings  
Vote: 4-0 in Favor

6. **Meeting Adjourn:** Time: 8:27