

PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
PROBATION ADVISORY BOARD

Governmental Center, 10th Floor
301 N. Olive Avenue
West Palm Beach, FL 33401

November 3, 2011, 12:00 p.m.

FINAL MINUTES

Members Present

August Bonavita, Chairman
Roselyn Baker
Steven Cohen
Kay Oglesby
Louis Tomeo

County Criminal Court
Florida Department of Corrections
Private Defense Attorney
Public Defender's Office
Clerk and Comptroller's Office

Guests Present

Wanda Joiner
Dana M. Moss
Geoff Sluggett

Pride Integrated Services, Inc.
Pride Integrated Services, Inc.
Sluggett & Associates

CJC Staff Present

Michael Rodriguez
Damir Kukec
Candee Villapando

Executive Director
Research & Planning Manager
Criminal Justice Analyst

I. Welcome/Opening Comments

Chair Bonavita welcomed and thanked everyone for making the time to attend this special meeting on short notice.

II. Roll Call and/or Introduction of Members & Guests

In lieu of roll call Chair Bonavita asked members and guests to introduce themselves.

III. Approval and/or Amendments to the Agenda

The agenda was approved without amendments.

IV. New Business

Chair Bonavita noted that the purpose of this special meeting is to discuss the Request For Proposal (RFP) process and some last-minute issues regarding the manner in which the selection committee will conduct its business. Mr. Rodriguez added that the committee's decisions on these issues will be provided to the Purchasing Department.

A. Oral Presentations

Mr. Rodriguez clarified that the oral presentations by the selected proposers is optional and that the selection committee can base their scores solely on the written proposals. The committee members agreed that it will be a good idea to have an oral presentation as long as the time for each proposer is limited to around 15 minutes of actual presentation and 5 minutes of answering questions. The members voted unanimously to do the oral presentations.

B. Final or Best Offer

Mr. Rodriguez explained this process whereby the selection committee can ask additional questions to the final two or three proposers; after which the selection committee will meet again to go over the proposers' responses and then make their final selection. He said that this will definitely require a second meeting date and he is not sure if it will be helpful. Chair Bonavita remarked that this is more of a time issue, and wondered whether the oral presentations already cover this concern. Mr. Tomeo agreed that this is going to extend the time and shared their experience at the Clerk and Comptroller's Office for their case management vendor. He said that the onus should be on the vendors to give their best offer from the start, and not to think that they can come back and change it later. Mr. Rodriguez shared that a board agenda consent item had been approved by the Board of County Commissioners to extend Pride's contract until June of 2012 to finish the RFP process, if needed. The committee voted unanimously not to include a final or best offer procedure into the process.

C. Cost

Mr. Rodriguez told the members that this issue has to do with the cost to the provider of the misdemeanor probation to the county of \$5000 each year paid in two increments of \$2500 in June and December to cover the expense CJC incurs in monitoring the contract. Lisa Juliano of Purchasing wanted to know if the committee wants to increase the amount or keep it the same. No one really knows how this amount was determined. Further, Mr. Kukec added that this amount does not really cover the staff time spent in doing the monitoring reviews, only a fraction, and that using a private research firm will certainly cost more than \$5000. The members voted unanimously to maintain the status quo. Chair Bonavita, however, requested if it will be possible to quantify the time staff would spend in doing the monitoring reports, and to bring that information at a future meeting.

V. Old Business

Mr. Rodriguez shared general information for the selection committee regarding the “cone of silence” issue. He clarified that it is in effect from the *date/time of the deadline for submission*; not the date/time for the advertising. This ordinance applies to county commissioners, their staff, or a county employee authorized to act on behalf of the BCC to award the contract. So it is not for the selection committee itself; the selection committee does not fall under this provision. Mr. Rodriguez nevertheless recommends directing any questions to Lisa Juliano of Purchasing because there is a provision in the RFS that states that “I, Lisa Juliano, am the only point of contact once the solicitation is issued and until a decision has been reached. This is the provision that applies to staff and the selection committee, unless I tell them that it is okay to talk to a proposer. An exception is the current vendor can contact staff but only for the purpose of discussing the current contract.”

VI. Member and Guest Comments

No member and guest comments.

VII. Next Meeting

Chair Bonavita noted that the committee has not been scheduling quarterly meetings at this point, but only as issues come up, to which the members agreed. The next meeting was tentatively set for December 8, Thursday, to review the misdemeanor probation monitoring report and discuss other issues that may have come up.

VIII. Adjournment