

Meeting Minutes of the RFP Evaluation Committee
April 5, 2010
Westford Police Training Room
Minutes

Members present: Lou Cook, Richard Diaz, John Mangiaratti, Ingrid Nilsen, Kelly Ross, Diane Weir

6:00 PM Meeting convened

I. Commencement

K. Ross provided a brief overview of the events leading up to the formation of this committee. Committee members introduced themselves.

By unanimous consent, K. Ross elected Chairman.

By unanimous consent, minutes to be taken by members on rotating basis, starting with D. Weir.

II. Open Forum

By unanimous consent, open forum period held.

Speakers:

- Ron Cahill
- Laurie Miller
- Brent Tingle
- Keith Caravalli
- Alisa Nakashian-Holzberg
- Director of TRCCI, Inc.
- Tammi Spears
- Jessica Cusmon-Sloan
- Founder of Springboard, Inc.
- Karen Curstal
- Doug Shepherd
- Gloria Loredó
- Lisa McCallan
- Bruce Harrity

Public directed that input to the committee could be sent to kross@westfordma.gov and that he would forward all correspondence to the committee.

III. Process Discussion

By unanimous consent, committee will gather questions so that answers can be received by full committee at the same time.

IV. Discussion of Minimum Criteria

By unanimous consent:

- Item 1: Both applicants compliant
- Item 2: Both applicants compliant
- Item 3: Both applicants compliant
- Item 4: Held for further review of applications
- Item 5: Committee will go through RFP to define "items"
- Item 6: Held for further review of applications

If minimum criteria item is missing, application is not further reviewed. The committee identified Item 6 addressed by TRCCI application for some child-age programs. Further review of Springboard application needed.

V. Committee reviews RFP to identify items.

7:00 PM R. Diaz leaves the room

7:10 PM R. Diaz returns to meeting

VI. Action items identified

By unanimous consent:

1. J. Mangiaratti will get copy of applicable MGL
2. J. Mangiaratti will get information on accessibility requirements
3. J. Mangiaratti will move forward the request for extension of the 30-day from opening limit
3. J. Mangiaratti will make a list of the items identified in V. as enumerated in D. Weir's notes in her copy of the RFP.
4. Committee members will evaluate whether applicants have fulfilled minimum criteria items 4-6

By unanimous consent, the word "items" as stated in the RFP minimum criteria item number 6 shall refer to the enumerated items in the RFP sections 2 and 3.

VII. Public Forum

By unanimous consent, open forum period held.

Speakers:

- Katherine Mullen
- Donna Wakefield
- Maika Dueitt
- Cynthia Maloney
- Brian Tarbucks
- Amber Brown
- Doug Shepherd
- Burt Hashizume
- Keith Caravalli
- Brian Tingle