

Minutes

City Evaluation

EMS Medical Director, City of Key West

RFP 03-015

October 28, 2014

Meeting was opened at 2:04 pm by Key West Fire Department Division Chief of Emergency Medical Services Edward Perez. Edward thanked everyone for coming.

Edward introduced himself and each member of the evaluation team introduced themselves; Dr. Robin Lockwood, JR Torres, Michael Davila, Alan Averette and Jason Bogoeff as well as Assistant City Manager Sarah Spurlock. There were two citizens in attendance and they were introduced as John Torres and Michael Brockner.

Edward reviewed the procedures for the meeting and reminded everyone the meeting was being digitally recorded. Edward asked all members to affirm there were no conflicts of interest, and all members affirmed.

All evaluation team members were asked if they had their evaluation sheets filled out and each member affirmed. Edward then asked each member for their scores for each proposer by criteria until all scores were filled on the tally sheet available for all members and visitors to witness.

No presentations were made.

The proposals with the highest scores were discussed with all team members in agreement that Dr. Herrera/Guerdan first, Dr. Schwemmer second and Dr. McGrath third rated proposals. It was agreed that this would be our findings. Each evaluation team member signed and dated their evaluation sheets and Edward collected them. The evaluation team agreed to recommend the highest rated proposals.

Meeting was adjourned at 2:14pm.