

**SELECTION ADVISORY COMMITTEE
MEETING MINUTES**

September 27, 2016

700 N. Main Street, Third Floor, Room 3138, Las Cruces, NM

PERMANENT SAC MEMBERS PRESENT: Audrey Evins, Acting Chair
David Maestas, Transportation
Loretta Reyes, Public Works
David Weir, Community Development

PERMANENT SAC MEMBERS ABSENT: Jorge Garcia, Utilities
Victoria Fredrick, Finance

SAC ALTERNATES PRESENT: Joe Provencio, Utilities

CITY STAFF PRESENT: Deb Smith, Purchasing
Kelly Covert, Purchasing
Dominique Rodriguez, Utilities

OTHER EVALUATORS PRESENT: N/A

1. Meeting called to order at 10:17 a.m.
2. Approval of SAC Meeting Minutes – 9/8/16
Moved – Loretta Reyes Seconded – David Weir Approved 4-0
3. The Closed Meeting Statement from September 8, 2016 was read.

Statement for the record:

The Selection Advisory Committee met in Closed Session and only discussed those limited items as stated in the posted notice.

After evaluating Request for Proposal # 16-17-022, Architectural Services- LC Convention Center Expansion, the Selection Advisory Committee voted to proceed with interviews on October 4, 2016 with the three top-ranked firms: ASA Architects, Dekker/Perich/Sabatini, and WDG Architects, all of Las Cruces, NM.

4. Review of RFP 16-17-013, Electronic Bill Payment Processing.
Comments/Suggestions:

Background: will be moved to proposal content as # 6.

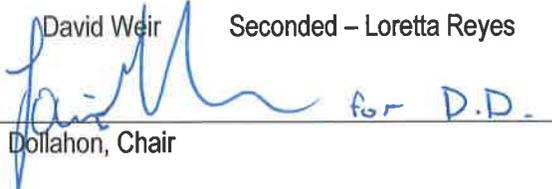
Item H: Menu & Scripts- Do they show this as part of RFP?
We will have them show us what they can do. IT and Treasury will recognize the difference in the script.

Item U: Must communicate with Munis to ensure security of IDR portion. IT will determine if company is compatible with Munis prior to evaluations. Will be placed in Evaluation Criteria that we may require demonstrations before recommendation of award.

5. Other Items of Interest:
Next Regular Meeting: October 11, 2016.

6. Motion to adjourn meeting at 9:34 a.m.

Moved – David Weir Seconded – Loretta Reyes Approved 4-0



David Dollahon, Chair