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Electronic Services System Coordinating Committee

Meeting Summary

June 22, 2009

Participants

Joyce Jensen, Cass County Recorder
Liz Kenison, Worth County Recorder
Deb Winke, Allamakee County Recorder
Frank Feilmeyer, Iowa Bar Association
Scott Williams, Marshall County ICIT
Mary Beth Mellick, Legislative Services
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Megan Clyman, Davis County Deputy Recorder
Marilyn Dopheide, Carroll County Recorder
Denise Meeves, Crawford County Recorder
Sue Meyer, Clayton County Recorder
Sue Vande Kamp, Story County Recorder

Welcome

This teleconference meeting was called to order at 2 p.m. by Chairperson Deb Winke and introductions were made.

Project Management Services – Request For Proposals

The RFP Evaluation Committee, chaired by Scott Williams, met on June 18, 2009 at the ISAC office to discuss the proposals received for Project Management Services RFP# ICRA2009-2. Nine proposals were received, with one proposal having three options. Four proposals were disqualified because the bid proposals were not fully responsive to each requirement of the RFP. The remaining five proposals were discussed by the Evaluation Committee and scored by each committee member individually; the scores were combined and averaged. Only two proposals, Enterprise MidAmerica and Sogeti, met the required minimum score to be considered for review by the ESS Committee.

The members of the Evaluation Committee were:

Dwight Reiland, Wright County Recorder

Deb Winke, Allamakee County Recorder

Nate Bonnett, ISAC

Penny Gonseth, Clarke County Recorder

Diane Swoboda Peterson, Woodbury County Recorder

Joyce Jensen, Cass County Recorder

Scott Williams, Marshall County ICIT

Marilyn Dopheide, Carroll County Recorder

Judy Cosgrove, Webster County Recorder

Tony Colacino

Dwight Reiland participated via conference call. Diane Swoboda Peterson was unable to attend.

The Evaluation Committee recommended Enterprise MidAmerica be awarded the contract for Project Management.

Notice of Intent to Award – Approval

Liz Kenison made a motion to award the Project Management contract to Enterprise MidAmerica.

Sue Vande Kamp seconded and the motion was approved.

The meeting adjourned was at 2:20 p.m.