



The Coalition's Mission is to provide leadership and advocacy that builds a community where all children are prepared for success in school

Executive Committee Meeting

Thursday, October 6, 2011

1:00pm to 1:30pm

Early Learning Coalition of the Big Bend Region

Northwood Centre, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303

Committee Members Present:

Catie McRae
Linda Nelson

Staff Present:

Lauren Faison, Executive Director
Travis Gordon, Dir. Of Finance
Joey D'Souza, Governance Coordinator

Committee Members Absent:

Kim Kelling Engstrom

Guests Present:

n/a

1. Welcome and Roll Call

Catie McRae, acting chair, welcomed committee members and staff. Roll call was taken and quorum was established at 1:05pm

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Lind Nelson. This motion was seconded by Catie. This motion was approved.

3. Approval of Minutes for September 13, 2011

The motion to approve the minutes for the Executive Committee Meeting of September 13, 2011 was made by Linda N. This motion was seconded by Catie M. This motion was approved.

4. Public Comment

There was no public comment.

5. Discussion Items

None

6. Action Items

a. IT Support Services Contract

This special meeting of the Executive Meeting was called as a result of the amendment made to the original action item that was presented to the full board at eh September 20, 2011 board meeting. The original action item was to give approval for Coalition staff to enter into a new IT services contract not to exceed \$25,000. The board felt it was in the best interest of the Coalition to not approve the concept of a contract, but to instead approve of the actual contract

once a vendor was found and the specifics realized. The board then determined instead of coming back before the full board for approval the contract would go before the Executive Committee for approval.

Lauren F. began by detailing the process that was went through to identify a new IT Services Provider. The Coalition first notified the current provider, Aegis, with written notification which was required by the existing contract. Following notification, the Coalition put out a RFP for companies to bid on the contract. Five companies submitted bids. One company withdrew their bid and another was disqualified for not being local; this left three options. The three remaining companies were invited in for interviews and to give a presentation to staff. After the presentations and interviews were conducted the search committee presented a choice for the new IT Services Provider. The provider chosen was Inspire. The reasoning for choosing Inspire over the other two vendors was pricing and coverage. Inspire offered a flat fee for providing service and they covered all of the additional offices without additional cost. Historically the Coalition was charged for every thing this method provides an incentive to Inspire to ensure all of our technology needs are running 24 hours a day 7 days a week. Inspire also does the IT work for Workforce and Kim Moore has had nothing but good things to say about them.

The other competing companies had a list of additional charges for items such as the outer offices, after-hours works, weekend work, etc. Lauren commented that the other bidders were going to be receiving feedback from the Coalition as the reasoning surrounding their decision to go with Inspire.

The Coalition will be saving \$3,900 a month with the new contract and will not be filling the IT Director position.

Linda N. asked if the Coalition's attorney had reviewed the contract to ensure Inspire would maintain confidentiality of information they would find here. Lauren answered that the contract did contain that provision and that the staffers from Inspire that would be working here would be undergoing background screenings as well. Travis commented that the company actually requires a stricter background screening then the Coalition.

Lauren F. commented that Aegis has been supportive during this process and Pam Butler, their CEO, has asked if she can now return to the board since she is no longer a vendor.

Linda moves to accept action item #2011-7 for IT Support Services and Catie M. seconds. All were in favor.

Meeting adjourned at 1:15pm motion by Linda N, seconded by Catie M..

Minutes recorded by: _____
Joey D'Souza, Governance Coordinator

Full Committee Approval Date: _____

Committee Chair's Initials: _____

Board Secretary Initials: _____

A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.