

# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING  
**From:** Procurement Management  
**RE:** **RFP220363DWJ – Library Self-Check and RFID Security System  
Presentation/Interview Minutes of the Proposal Evaluations  
Committee Meeting**

MEETING DATE: 10/28/2022

BEGINNING TIME: 2:00 PM

ATTENDEES:

COMMITTEE MEMBERS: Guy Cicinelli, Christian Barber, Samantha Burkett, Mikki Rozdolski, Kevin Edwards

INVITED MEMBERS: Mindi Simon, Albert Contrucci

PROCUREMENT ANALYST: David Jones

At 2:00 PM the Proposal Evaluations Committee meeting was called to order by David Jones, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Interview/Presentations were completed with the three (3) firms.

Discussions were held by the committee members, as well as invited participants with respect to each presentation from the three (3) firms.

Brief Committee Discussion Decision:

Committee spoke about the pros and cons of the proposing firm's presentations.

Following the discussions, the consensus of the committee was to recommend the following order of ranking:

1. Envisionware, Inc.
2. MK Solutions York Inc.
3. Bibliotheca, LLC

The chair entertained a motion to approve the ranking and propose awarding the top ranked firm to to the Board of County Commissioners. The motion was made by Kevin Edwards and seconded by Guy Cicinelli, and then called and carried with no further questions.

The meeting was adjourned by the chair at 4:15 PM

Attachment: Overall Ranking Sheet

## Evaluation 2 - Ranking Meeting

Members	Envisionware, Inc.	MK Solutions York Inc.	Bibliotheca, LLC
Guy Cicinelli	1	2	3
Christian Barber	1	2	3
Samantha Burkett	1	3	2
Kevin Edwards	1	2	3
Mikki Rozdolski	1	2	3
Total Score	5	11	14
Ranking	1	2	3

Scores Entered by: David Jones

Date: 10/28/2022


  
 Sign

Scores Verified by: verbal verification by evaluation committee

Date: 10/28/2022