

## APPROVED MINUTES

### LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

#### SPECIAL BOARD MEETING

9:00 AM TUESDAY, APRIL 14, 2015

10202 Jefferson Highway, Building A  
Baton Rouge, Louisiana

#### MINUTES

- I. **Call to Order:** Meeting called to order by Vice Chairman Rick Arceneaux.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo
- III. **Roll Call:** Board members present were: Rick Arceneaux (Vice Chairman), David Boneno (Secretary), Mark Graffeo (Treasurer), Ronny Champlin, Malise Prieto, and Tom Sullivan. Board member absent was: Gary Loftin (Chairman). Also in attendance were Sheri Morris, Debbie Hudnall, Chris Kershaw, Kristie Howell, Greg MacMaster, Warren Wool, Ron Looney and Susan Twohig.
- IV. **Interviews of Respondents to RFQ&P for Services to Design, Develop and Maintain a Portal -** Sheri Morris explained to the Board that the IT Committee, Warren Wool, Greg MacMaster, Kristie Howell, Tommy Lenz, Debbie Hudnall and herself had met and spent the better part of a day reviewing the proposals. A schedule had been sent to all five proposers and all five responded they would be participating in the interview process and agreed to extend the courtesy to other proposers of not attending other interviews and of not communicating with anyone attending the interview of another proposer. She informed the Board that each proposer would be allowed 25 minutes for presentation with 20 minutes for questions.

Laura Thomas, Rick Mekdessie, Ralph Melian, Cheryl Hambacher and Daniel Sauer of Antares Technology Solutions, headquartered in Baton Rouge, La., made an oral and power point presentation and answered questions of the Board members and staff.

Debra Ball, Tom Eilenfeld and Dave Hall of Cott Systems, Inc, headquartered in Columbus, Ohio, made an oral and power point presentation and answered questions of Board members and staff.

Ted Bouillion, Robert Tyson, Mona Nosari, and John D'Antonio of GCR, Inc., headquartered in New Orleans, Louisiana, made an oral and power point presentation and answered questions of the Board members and staff.

Tom Sullivan requested to be excused from the remainder of the meeting to attend a prior engagement, there being a quorum still present Mr. Sullivan was excused and the meeting continued.

Nathan Dilley and another representative of Prime 3SG, headquartered in Columbus, Ohio, made an oral and power point presentation and answered questions of the Board members and staff. The presenters stated that although the written proposal included the use of OnBase software with customization; Prime 3SG would provide a proprietary solution. They clarified that the cost in the written proposal included software development and did not include hardware, hosting services or a call center, but that such services could be

provided for an additional cost.

Kevin Pond and Anthony Markezich of The Windward Group, LLC, headquartered in Mandeville, La., and Alex Griffith of Delta Computer Systems headquartered in Mississippi made an oral presentation and answered questions of Board members and staff. They clarified that Delta Computer Systems would be a subcontractor of The Windward Group.

**V. Discussion and Selection**

Malise Prieto moved that with respect to the evaluation criteria in the RFQ&P, Stability of Business, the proposers be scored as follows:

Antares – 15 out of 15; Cott – 10 out of 15; GCR – 10 out of 15; Prime – 5 out of 15; and The Windward Group – 10 out of 15. Motion seconded by Mark Graffeo and without objection - **MOTION CARRIED.**

Ronnie Champlin moved that with respect to the evaluation criteria in the RFQ&P, Relevant Experience, that the proposers be scored as follows:

Antares – 25 out of 25; Cott – 25 out of 25; GCR – 15 out of 25; Prime – 10 out of 25; and The Windward Group – 10 out of 25.

Malise Prieto made a substitute motion that as to Relevant Experience the proposed scores in Mr. Champlin's motion be accepted with the exception of Cott and The Windward Group to be scored as follows: Cott 15 out of 25 and The Windward Group 20 out of 25. Motion seconded by Mark Graffeo and without objection - **MOTION CARRIED.**

Mark Graffeo moved that with respect to the evaluation criteria in the RFQ&P, Staff Resources, the proposers be scored as follows:

Antares – 25 out of 25; Cott – 25 out of 25; GCR – 25 out of 25; Prime – 15 out of 25; and The Windward Group – 15 out of 25. Motion seconded by Malise Prieto and without objection - **MOTION CARRIED.**

Malise Prieto moved that with respect to evaluation criteria in the RFQ&P, Conformity with Procurement Objectives, the proposers be scored as follows:

Antares – 35 out of 35; Cott – 35 out of 35; GCR – 35 out of 35; Prime – 15 out of 35; and The Windward Group – 20 out of 35. Motion seconded by Malise Prieto and without objection- **MOTION CARRIED.**

David Boneno moved that with respect to the evaluation criteria in the RFQ&P, Adaptability of Solution for Expansion, the proposers be scored as follows:

Antares – 50 out of 50; Cott – 50 out of 50; GCR – 50 out of 50; Prime – 25 out of 50; and The Windward Group – 30 out of 50. Motion seconded by Malise Prieto and without objection - **MOTION CARRIED.**

Ronnie Champlin moved that with respect to the evaluation criteria in the RFQ&P, Proposed Schedule & Completion Date, the proposers be scored as follows:

Antares – 50 out of 50; Cott – 40 out of 50; GCR – 40 out of 50; Prime – 20 out of 50; and The Windward Group – 20 out of 50. Motion seconded by Malise Prieto and without objection - **MOTION CARRIED.**

David Boneno moved that with respect to the evaluation criteria in the RFQ&P, Pricing, the proposers be scored as follows:

Antares – 50 out of 50; Cott – 15 out of 50; GCR – 40 out of 50; Prime – 20 out of 50; and The Windward Group – 30 out of 50. Motion seconded by Ronnie Champlin and without objection - **MOTION CARRIED.**

	Antares	Cott	GCR	Prime	TWG
Stability of Business	15	10	10	5	10
Relevant Experience	25	15	15	10	20
Staff Resources	25	25	25	15	15
Conformity w/ procurement obj.	35	35	35	15	20
Adaptability of Solution for expansion	50	50	50	25	30
Proposed schedule & completion date	50	40	40	20	20
Pricing	50	15	40	20	30
<b>TOTAL SCORES</b>	<b>250</b>	<b>190</b>	<b>215</b>	<b>110</b>	<b>145</b>

Mark Graffeo moved to authorize Sheri Morris to negotiate a contract with Antares Technology Solutions to Design, Develop and Maintain the Statewide portal. Motion seconded by Malise Prieto and without objection - **MOTION CARRIED.**

Warren Wool suggested that LCRAA hire a Project Manager to work with Antares. Acting Chairman Rick Arceneaux said he would discuss the matter with Chairman Gary Loftin.

- VI. **Announcements** – The next meeting of the LCRAA Board is scheduled for May 12, 2015. Board members were reminded of the requirement to file 2014 Tier 2.1 Financial Disclosure reports.
- VII. **Adjournment** – David Boneno moved that meeting be adjourned. Motion seconded by Ronny Champlin and without objection- **MOTION CARRIED.**

Respectfully Submitted:

Approved on the 12<sup>th</sup> day of May 2015:



David Boneno, Secretary

4-24-15



Rick Arceneaux, Acting Chairman

4/21/2015