

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE

Monday, October 16, 2006

MINUTES

Members Present:

Acting Chairman: Louis A. DeQuattro, Jr., Esq.

Public Member: Gerry Bedrick

Agency Representative: Janice McClanaghan
>Department of Administration/Office of Energy Resources

A quorum being present, the meeting was called to order by the Chairman.

The following agenda items were addressed and voted upon by the Committee:

1. Department of Administration/Office of Energy Resources (DOA): (2:09 p.m.)

LOI #B06426 – Consulting Services for Renewable Fund
Voting Members: L. DeQuattro, G. Bedrick, J. McClanaghan
Cost: \$38,900

Mr. DeQuattro noted that this item was addressed at the October 11, 2006 meeting of the A/E/CS/SC and the Agency is now submitting additional information and a breakdown of the cost proposal submitted by the recommended firm, Peregrine Energy Group.

Ms. McClanaghan explained that the selected firm will prepare a report on distributed generation which is the use of renewable energy to generate power; e.g., geothermal, solar, wind, etc., used concurrently with another fuel such as oil or gas. The report will also identify barriers to the implementation of distributed generation and recommend any statutory changes necessary to reduce these barriers. A discussion followed.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Administration/Office of Energy Resources' Technical Review Subcommittee, as approved by the Associate Director, and sends forward to the Director of Administration for her consideration the single name of Peregrine Energy Group, the most responsive and responsible of the 3 firms that responded to the LOI. Peregrine Energy Group will assist with the facilitation of meetings and drafting of the report for the distributed generation project. (2:19 p.m.)

2. Department of Health (DOH): (2:20 p.m.)

- A. LOI #B06398 – Strategic Planning Facilitator
Voting Members: L. DeQuattro, G. Bedrick, M. Spoerri
Cost: \$22,000

M. Spoerri noted that the Agency will be competing in January for continued funding from the Centers for Disease Control and Prevention and, as part of that application process, the Agency is required to have a state plan for health and wellness of individuals with disabilities. The Agency seeks to hire a facilitator to lead that planning process.

A discussion followed concerning the scoring of the cost proposals. Normally, the lowest cost proposal receives the highest score under this category. In this evaluation, not only the cost, but the services that would be performed, were factored into the scoring.

Judith Kapuscinski, Esq., the recommended vendor, offered the best combination of content knowledge in disability and health issues, as well as experience in planning, and she offered the best cost proposal.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Judith Kapuscinski, Esq., the most responsive and responsible of the 7 firms that responded to the LOI. (2:28 p.m.)

- B. RFP #B06462 – Smoker's Resource Center
Voting Members: L. DeQuattro, G. Bedrick, B. Harvey
Cost: \$418,000 (1 yr. Contract w/option to renew 4 additional years)

B. Harvey noted that the 1-800-Try-To-Stop Tobacco Cessation quitline has been in operation for five years and JSI Research and Training Institute, Inc. (JSI) has held this contract. This has been a collaboration with Massachusetts and New Hampshire where JSI also performed the work. The Agency is at the end of their five-year funding cycle, issued this RFP to include telephone counseling and fax referral by physicians, and JSI submitted the only proposal. A discussion followed.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of JSI Research and Training Institute, Inc., the only respondent to the RFP. (2:39 p.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Bedrick and unanimously approved by the Committee, the meeting was adjourned at 2:39 p.m.

Supporting documentation is on file at the Division of Purchases.