**YAKCORPS Communication Interoperability Committee**

Date: **11/02/2021**

Time: **0900**

Location: **SunComm CORE Training Room**

**Present: Hendrickson (YSO), Hille (EVFD), Udell (YSO), Markham (YFD), Craig (WVFD), Yu (Yakima TS), Carney (Yakima TS), White (County Purchasing). (Shipman advised he was unavailable).**

* Call to Order at 0902 hrs
* Approval of Minutes – N/A
* Old Business
* Kris discussed that the RFQ process has been completed, and the RFP has been released. Responses from proposers are due back by the 18th.
* There will be a need for a subcommittee to evaluate the proposals. Discussion was held, and motion made by Craig to utilized the same members for the subcommittee as for the RFQ.
  + Motion made by Craig
  + Second by Markham
  + Unanimous approval – same members as for the RFQ
* The subcommittee will meet and score proposals on a 50% economic and 50% approach process. Kris will negotiate with proposers on price.
* The chosen proposer will have approximately 4 months to complete the project. The group agreed that if more time is needed, an extension may be granted (better to have a complete product than have the proposer limit the comprehensiveness to fit within a timeline).
* Discussion on the ‘what if’s of the project, weather delays, expectations of the project, etc.
* The representatives of the proposer will likely meet individually with individual agencies to discuss system needs, shortfalls, etc. Agencies should avail themselves of such.
* Subcommittee tentative dates are:
  + 18th, tentative presentation of submissions to subcommittee members for review.
  + 23rd, tentative subcommittee meeting to discuss and score the submissions.
  + Subcommittee members are reminded of the confidentiality agreements that remain in force.
* Kris will begin working on a scoring matrix sheet for use by the subcommittee.
* New Business
  + No new business or ‘good of the order.’
* Adjourned at 0930 hrs.