

# **JEFFERSON COUNTY BOARD OF EDUCATION REQUEST FOR PROPOSALS EVALUATION COMMITTEE**

## **Minutes of January 13, 2025**

Jefferson County Board of Education Request for Proposal (RFP) Evaluation Committee Meeting held at VanHoose Education Center, 3332 Newburg Road on Monday, January 13, 2025, at 1100 a.m.

### **COMMITTEE MEMBERS PRESENT:**

James Craig  
Linda Duncan  
Chris Hartman  
Gail Logan Strange  
David Tandy

### **STAFF PRESENT:**

Kevin Brown, General Counsel  
Angie Gilpin, Assistant Secretary to the Board  
Edward D. Muns, Chief Financial Officer  
Wyatte Wynn, Director of Purchasing

This meeting was conducted via videoconference pursuant to KRS 61.823 and KRS 61.826. The primary location for this meeting and where all members could be seen and heard by the public was VanHoose Education Center. Committee members were permitted to attend in person or via video teleconference pursuant to KRS 61.826. Members of the public were permitted to attend in person.

The Request for Proposal Evaluation Committee is a committee appointed by the Jefferson County Board of Education and serves as the evaluators/scorers for RFP #3139 pursuant to KRS Chapter 45A.

### **SPECIAL MEETING**

The purpose of this meeting was for the Jefferson County Board of Education Request for Proposal (RFP) Evaluation Committee to continue discussions regarding the RFP scoring process and to deliberate and reach final consensus on scoring of each proposal.

#### **I. Call to Order**

Chair Logan Strange called the January 13 meeting of the RFP Evaluation Committee to order at 11:04 a.m.

#### **II. Approval of Minutes of Previous Meeting**

A motion to approve the Minutes of the December 13 meeting passed with a motion by Mr. James Craig and a second by Mrs. Linda Duncan.

#### **III. Discussion of the RFP Scoring Process-Point Allocation for Cost**

Eddie Muns, Chief Financial Officer, explained point allocation for cost.

#### **IV. Closed Executive Session to Discuss the Evaluation of Responses to RFP #3139 Pursuant to KRS 61.810(1)(n)**

A motion that the RFP Evaluation Committee conduct a closed session, as permitted by KRS 61.810(1)(n) of the Open Meetings Act, to evaluate the RFP responses passed with a motion by Mr. James Craig and a second by Mrs. Linda Duncan.

#### **V. Adjourn Executive Session and Return to Open Session**

A motion to adjourn closed session and return to open session passed with a motion by Mr. James Craig and a second by Mrs. Linda Duncan.

The Committee returned to open session at 11:47 a.m. and Chair Logan Strange made the following announcement.

“The RFP Evaluation Committee met in Executive Session to evaluate the RFP responses, as permitted by KRS 61.810(1)(n) of the Open Meetings Act. No action was taken.”

#### **VI. Possible Consideration of a Motion on Responses to RFP #3139**

A motion, based upon the consensus reached in the scoring of the proposals, to recommend RFP Response number two for final consideration by the Board passed with a motion by Mr. James Craig and a second by Mr. Chris Hartman

#### **VII. IF NEEDED Set Next Meeting Date and Agenda for Same**

The committee members agreed that no further meetings would be necessary.

#### **VIII. Adjournment**

The January 13, 2025, RFP Evaluation Committee meeting adjourned at 11:49 a.m.

A motion to adjourn the RFP Evaluation Committee meeting at 11:49 a.m. passed with a motion by Mrs. Linda Duncan and a second by Mr. David Tandy.