



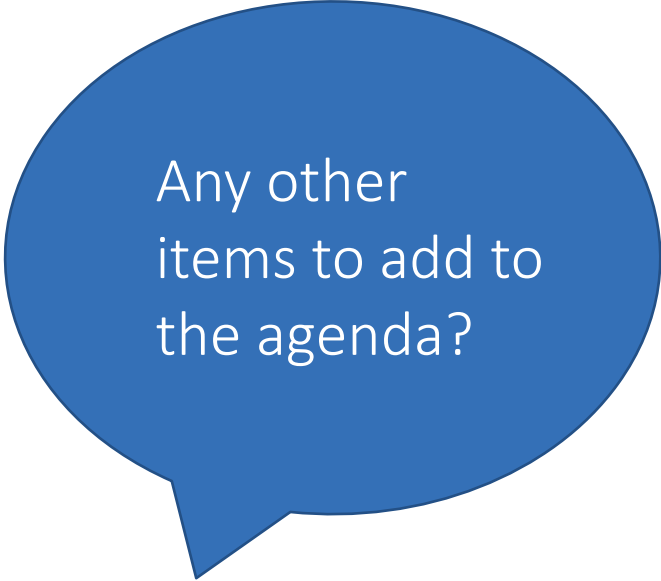
Welcome

Mascot Development Workgroup

June 12, 2023 (Meeting 6)

Agenda

1. Welcome
2. Finalize RFP
3. Procurement Team's Recommendations
4. Next Steps



Any other
items to add to
the agenda?

Meeting Participants

- Italicized members were not able to attend.

- *Marc Acuna*
- *Cesar Alvarado*
- *Christian Alvarado*
- Sandra Bollier
- Jill Dolan
- Marisa Fierro
- Joe Jennum
- Lee Jones
- *John Lewallen*
- Danielle Diaz
- Marc Ruh
- Lily Rzonca
- *Andrea Sims*
- *April Tellez*
- **Special Guests:**
Cynthia Orr, notes
Angelic Davis, purchasing
Ana Cisneros, purchasing
Connie Madarang, purchasing
Tiffany Chen, purchasing



Expectations

- Share your honest opinions
- One person speaks at a time
 - Raise your hand via "Reactions" or use Chat
- Debate the idea, not the person
- Be informed and involved throughout the process

Meeting Notes Review

These PPT notes are sent via email and posted online at www.mtsac.edu/mascot. Cynthia Orr sends her notes as well for additional detail.

This is not a formal committee, so we don't have to vote to approve, but please let us know if you spot any errors, etc.



Purpose and Function

PURPOSE

The PAC Mascot Development Task Force will oversee the process of researching, developing, designing, recommending to PAC, and implementing a Board of Trustees approved new college mascot.

FUNCTION

- HIRE A BRANDING COMPANY
 - Develop a RFP to secure the services of a branding company specializing in mascot development
 - Identify and interview finalists
 - Recommend a company for the President and Board to hire
 - Oversee procurement of the services
- FACILITATE CAMPUS PROCESS
 - In partnership with the company, support campus processes in the research, development, design and implementation of the new mascot



What is a Mascot?

- Person, thing or object that represents the organization (ex. Joe Mountie)
- Thought to bring good luck
- Often serves as a spokesperson
- Often related to the moniker (A moniker is the nickname, ex. Mounties or Dodgers or Bruins)



The Request for Proposal (RFP) Finalization

- Reviewed latest draft together in OPENGOV
 - Using online process with OpenGov
 - No additional edits made
 - Finalized the RFP



Schedule: MARK YOUR CALENDARS

- Committee discussed next steps in the process and set a schedule to meet at the September board
- Publish RFP tomorrow,
 - June 13, 2023
- Give ample time to advertise over 2 weeks, advertise 2 times
 - Advertising on Wednesday, June 14 and June 21
- Vendor pre-proposal meeting
 - Monday, June 26 at 3 p.m. to 4:30 p.m.
 - What is committee expected to provide? Goals and outcomes of the meeting?
 - *Purchasing to confirm*
 - Who facilitates the meeting?
 - *Purchasing to confirm*



Schedule: MARK YOUR CALENDARS

- Vendor provide follow up questions for Addendum by
 - Wednesday, June 28
- Answer questions for vendors by
 - Thursday, July 6 at 3 p.m.?!
 - Yen to draft with any volunteers (let Yen and Cindi know)
 - Send draft answers to committee with 24 hours minimum to review
 - (PURCHASING TO CONFIRM REQUIRED DATE. 72 hours minimum or maximum? Holidays and office closures? This time is adjustable)
- RFP due date for Vendors:
 - Friday, July 14 by 3 p.m.
- Committee members get access to RFPs through Purchasing the following Monday morning
 - Purchasing to confirm



Schedule: MARK YOUR CALENDARS

- Committee members evaluate RFP and review against criteria over two weeks
 - July 17 to July 27.
 - Scores due by July 27 at 3 p.m.
- Committee has evaluation meeting to compile scores:
 - Monday, July 31 at 3 p.m. - 4:30pm
- Interview finalists
 - Provide date to Vendors in advance
 - Assume Monday, August 7 in the afternoon to suit committee schedule.
 - It's after summer, so should work with student schedules, such as 3 p.m. and 4 p.m. , but if there are more finalists, then starting about 1 p.m.



Schedule: MARK YOUR CALENDARS

- Reference Checks
 - Done by Yen and any volunteers who join (let Yen and Cindi know - Lee Jones and Jill Dolan have volunteered)
 - August 7-11
- Submit to Board via Purchasing for September 13 Board meeting
 - Due August 13 (estimated)
- Then sign contract and begin work



Next Steps

NEW REGULAR MEETING LINK: <https://mtsac-edu.zoom.us/j/9092745448>

Meeting ID: 909-274-5448 | Phone dial in at +1-669-444-9171

- Purchasing to finalize the schedule we drafted in the earlier slides
- Cynthia to put holds on everyone's calendar for the meeting dates we established
- Volunteers to help with (1) drafting RFP answers and (2) reference checks should let Yen and Cynthia know, so calendars are coordinated.

