# 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](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, <u>June 26 at 3 p.m. to 4:30 p.m.</u>
  - 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.
  - <u>Scores due by July 27 at 3 p.m.</u>

- Committee has evaluation meeting to compile scores:
  - <u>Monday, July 31 at 3 p.m. - 4:30pm</u>

- Interview finalists
  - Provide date to Vendors in advance
  - Assume <u>Monday, August 7 in the afternoon</u> 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

- 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.