

**NOTICE OF  
EVALUATION TEAM COMMITTEE MEETING  
RFP #26-0-2021/NC  
RISK THIRD PARTY ADMINISTRATOR**

The City of Palm Bay's Evaluation Selection Committee for the above identified project will meet on Tuesday, May 18, 2021, in the Dawn Reid Memorial Community Room located in the City Hall Annex – 1<sup>st</sup> Floor at 120 Malabar Rd SE Palm Bay, FL 32907, for the purpose of conducting Evaluation Team discussion of Offerors for this project.

Interested parties are welcome to join this public meeting in person; however, due to COVID-19 this meeting can also be attended by telephone conference using Microsoft Teams.

Number: 1-347-378-4680

Conference ID: 954 755 951#

The agenda is as follows:

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|-----------|---|
| 2:00 p.m. | Call to Order   |
| 2:05 p.m. | Discussion amongst Evaluation Team as it relates to additional written responses. |
| 2:45 p.m. | Calculations/ranking of Proposals based on individual scores per member           |
| 3:00 p.m. | Meeting adjournment   |

If an individual decides to appeal any decision made by the City with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Purchasing & Contracts Division Office at (321) 952-3424 or Florida Relay Systems at 711.

The meeting minutes of public meetings shall be recorded in accordance with FS 286.011.