



The Metropolitan District
water supply · environmental services · geographic information

**COMMITTEE ON TECHNOLOGY
SPECIAL MEETING
THURSDAY, MAY 11, 2023
12:00 PM**

Location

Board Room
District Headquarters
555 Main Street, Hartford

Dial in #: (415)-655-0001

Access Code: 43808661#

[Meeting Video Link](#)

Commissioners

| | |
|-------------|--------------|
| Adil | Gentile (VC) |
| DiBella (C) | Salemi |
| Drake | Taylor |
| Gardow | |

Quorum: 3

1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF APRIL 27, 2023
4. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF RFI REVIEW PROCESS
5. CONSIDERATION AND POTENTIAL ACTION RE: RESPONSES TO #2023-RFI-01
6. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
7. COMMISSIONER REQUEST FOR FUTURE AGENDA ITEMS
8. ADJOURNMENT

The Metropolitan District: RFI Review Process 2023-RFI-01

In accordance with Federal Acquisition Regulation (FAR) 15.201(e) entitled “Exchanges with Industry Before Receipt of Proposals,” a Request for Information (RFI) may be used when the Government does not presently intend to award a contract, but wants to obtain pricing information, delivery, other market information, or new market capability information for planning purposes. Responses to these notices are not offers and cannot be accepted by the Government to form a binding contract.

Since the RFI is a formal pre-planning procurement process, the District’s Procurement Department is responsible to manage the RFI Review Process. Once the RFI Responses are received, and in accordance with FAR 15.207(b), “Information received in response to an RFI shall be safeguarded adequately from unauthorized disclosure.” To that end, the Technology Committee members have been assigned as “Reviewers” of the RFI Responses. Only members of the Technology Committee shall have access to the Responses that include information appropriately marked as “Confidential.” Responses with redactions of information marked “Confidential” will be made available electronically in OpenText to all District Commissioners.

Reviewers shall complete an “RFI Reviewer Participation Agreement” prior to being provided the RFI submissions for review. Upon completion of the Agreement, and assuming no business or personal conflicts are presented, Reviewers will be provided each of the RFI responses for their review. Responses will be provided electronically in OpenText as well as in hard copy (if requested.)

The review process for this RFI is as follows:

- (1) Reviewers shall initially review the RFI submissions from each of the responders to determine next steps in the review process.
- (2) A follow-up meeting of the Technology Committee will take place approximately one week after the Reviewers receive the Responses. The purpose of this initial review meeting is to:
 - Establish a schedule of meetings and plan for a more in-depth review of each of the Responses. It may also be determined, based on the initial review of the Responses, that not all Responses require further review by the Committee
 - Assign District staff resources and subject matter experts to review the Responses and be available to the Reviewers in subsequent Response review meetings of the Committee.
 - i. Staff assigned to review industry Responses shall complete a Reviewer Participation Agreement prior to receipt of the Responses

The Metropolitan District: RFI Review Process 2023-RFI-01

- (3) Reviewers and staff will then commence in-depth reviews of industry Responses in accordance with the established schedule.
- Reviewers may take notes, develop a set of questions or clarifications to be discussed in subsequent Committee meetings with assigned staff
 - Reviewers may share that information with the District Contracting Officer for dissemination to assigned staff;
 - Reviewers shall not communicate directly with, or meet with, any Respondent during the RFI Review Process
 - Reviewers shall not reach out directly to assigned staff to discuss Responses
 - No more than two Reviewers may discuss Responses with each other prior to Committee meetings, to ensure a quorum is not reached
 - Assigned District staff will review the Responses and be prepared to discuss at subsequent Committee meetings.
- (4) Subsequent Committee meetings will be held in accordance with the established schedule for Reviewers and staff to discuss individual Responses. These meetings may be set up to review one or more of the Responses at a time.
- (5) Once Reviewers have met and discussed the Responses, the Committee may determine that more information or clarification is needed from individual Respondents.
- The District Contracting Officer shall gather the information requested, and manage communications with the applicable Respondents.
 - If the Committee determines that a presentation or in-person interview with one or more Respondents is warranted, a subsequent Committee meeting will be scheduled and the Contracting Officer will coordinate presentation requirements with the Respondents.
- (6) Upon completion of the review of Responses, including follow up and/or presentations, the Reviewers and Contracting Officer shall make the determination if any further procurement planning is necessary.
- (7) At the conclusion of the RFI review process, all Respondent materials shared with Reviewers and staff shall be returned to the Contracting Officer so the documentation can be stored in accordance with District record retention policies.

**COMMITTEE ON TECHNOLOGY
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Thursday, April 27, 2023**

PRESENT: Commissioners David Drake, Joan Gentile, Alvin Taylor and District Chairman William DiBella (4)

**REMOTE
ATTENDANCE:** Commissioner Andrew Adil and Peter Gardow (2)

ABSENT: Commissioner Pasquale J. Salemi (1)

**ALSO
PRESENT:** Commissioner Richard Bush
Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Robert Barron, Chief Financial Officer (Remote Attendance)
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Services (Remote Attendance)
Thomas Tyler, Director of Facilities
Jamie Harlow, Director of Human Resources
David Rutty, Director of Operations
Lisa Remsen, Manager of Budget and Analysis (Remote Attendance)
Lisa Madison, Manager of Procurement
Carrie Blardo, Assistant to the Chief Executive Officer
Victoria Escoriza, Executive Assistant

CALL TO ORDER

Chairman DiBella called the meeting to order at 12:04 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Taylor and duly seconded, the meeting minutes of March 1, 2023 were approved.

REQUEST FOR INFORMATION #2023-RFI-01

Kelly Shane, Chief Administrative Officer, led a discussion regarding RFI #2023-RFI-01. Staff will update the RFI review process document based on the discussion by the Committee.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen of West Hartford stated that the process is very important and urges the Commissioners to not have communications outside of public meetings.

ADJOURNMENT

The meeting was adjourned at 12:39 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval