

**COLUMBIA COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

Evaluation Committee Meeting Minutes

RFP 2021-N  
CDBG DRI Housing Rehabilitation Grant Administration – Parnell Hills

**October 18, 2021**

**I. Call to Order**

The Evaluation Committee met at the Board of County Commissioner Administrative Building Conference Room at 1:30 PM on October 18, 2021.

**II. Roll Call**

Committee Members

David Kraus, County Manager  
Jennifer Goff, Office Manager-Economic Development  
Amy Overstreet, Financial Officer

Others in Attendance

Esther Chung, Purchasing Director

**III. Discussion**

Director Chung explained the purpose of the meeting was to discuss the submittal and scoring for RFP 2021-N which was publically opened on September 21, 2021 at 2:00PM.

Discussion by committee members ensued and each submitted their score sheets. The committee came to a consensus to recommend to the Board the sole firm, Guardian CRM, Inc., and request authorization for contract negotiations upon State approval.

**IV. Adjournment**

The meeting adjourned at 1:55 PM.

Submitted by Esther Chung, Purchasing Director