

**NC Interpreter and Transliterater Licensing Board
Tuesday October 6, 2020 – Zoom**

1 Board Members Present: Jim Sewell, Lauren Pruett, Kevin Earp, Donnie Dove, Dave Litman, Pamela
2 White

3 Board Members absent: Cheryl White-Smith, Jeff Trader, Beverly Woodel

4 Board Staff present: Caitlin Schwab-Falzone and John Green

5 Interpreters: Mark Lineberger, Emily Jones

6 Members of the public present:

7 Board Meeting Called to order 4:05 pm

8 *Conflict of interest statement read; no conflicts heard.*

9 John commented that Caitlin does not have a conflict due to this being a public meeting.

10 With 6 voting Board members present we have a quorum.

11 Jim called the meeting to order to and thanked everyone for being part of this meeting and thanked the
12 committee for all of their hard work.

13 John went over the committee summary of the bids received for open RFP. There were four bids
14 received, however one was received late so there were only three bids to consider. John made sure to
15 check with P&C to make sure if the bid was received late it was disqualified. John reviewed the
16 document that was sent to the Board that talked about the strength and weaknesses of the three
17 bidders. The best over all bidder was Capitol Hill Management Services (CHMS), and the other two
18 bidders had slightly higher bids and similar outline for the cost of copies.

19 There were a few delays in the process. A member of the original committee had to withdraw, and the
20 new committee member was appointed. John recommended the Board review the committee
21 recommendations for the bids and can accept the information and vote to accept the bid before it is
22 approved by P&C.

23 Kevin talked about the work the committee did for this review of bids.

24 Jim thanked the committee for their work on this project. He asked the rest of the committee if there is
25 anything else to add.

26 Dave did mention that the recommendation of the committee is not accepted they can put out another
27 RFP to get more bids.

28 **I move that the Board adopt the evaluation committee's recommendation and evaluation as its own**
29 **and that the Board accept the bid of Capitol Hill Management Services (CHMS) and authorize the**
30 **Board's chair to enter into a contract with CHMS both pending approval by the department of**
31 **Administration Purchase and contracts division Donnie, second Pam. Kevin motioned to close**
32 **discussion. All in favor. None opposed. Motion carries.**

- 1 John thanked everyone for being on the meeting and thanked the evaluation committee members for
- 2 their time, they spent a long time evaluating all of this information, and they did a very thorough job.
- 3 Jim reiterated when the evaluation committee did and that they did a great job with the task they had
- 4 before them.

- 5 **I move we adjourn, Pam second Kevin. All in favor. Motion carries.**

- 6 Meeting ended 4:26 pm