

RTCC Meeting Notes

03-20-25

Attendees:

Aaron Torres (Hill County Elections)
Carey Amthor (Friends for Life)
Danielle Utrera (Veterans Affairs)
Heather Travers (McLennan County Health Services)
Jana Svacina-Waldrop (Waco Transit)
John Vorderkunz (HOTCOG)
Johnathan Mize (Texas Workforce Solutions)
Melissa Ingriola (HOCTIL)
Misty Hendon (HOTCOG)
Neeta Brake (HOCTIL)
Rep Pledger (HOTCOG)

Rep: MOUs are due on the 28th. We must get all MOUs to HOTCOG by the 27th.

Discussed the RFP. Discussed changes and suggestions:

- Will be posted on the COG website, City of Waco website. Heather will check if we can post on the county website.
- Will send invitations to bid to vendors listed by TxDOT.
- Request the cost portion of the proposal be submitted on a separate page.
- Request an executive summary on a separate page.
- Section 2, bullet 2: update wording to “Help organize, identify, and facilitate meaningful...”
- Q&A Meeting for vendors: Online Zoom meeting only on April 25, 2025 @ 10:00 am with cameras on. We have until May 2 to answer the questions. There will be no other questions answered after that time.
- Section 4, item 6: Cost proposal was previously \$130k. Suggested to look at 5311 grants for the past 3 years and get an average. Rep will check into this.
- RFP due date will be 4:00pm CST time.
- Require 2 hard copies and 2 new/unused USB drives.
- Submission method: Mailed or hand delivered.
- Request proposal be submitted in Verdonia, 12 point.
- Rep will check page counts from last time and see if we want to request a min/max.
- Rep will check on forms needed (i.e. conflict of interest, etc.), and include in the RFP.