



**TOWN OF HILTON HEAD ISLAND**  
**Evaluation Committee Meeting Minutes**  
**RFP 2019-0030**  
**IT Organizational Review**  
**September 11, 2019 @ 10:00 a.m.**  
**Town Hall - Conference Room 3**

**Committee Members Present:** Angie Stone, John Tuttle, Stephen Ralston and Richard Groth

**Committee Members Absent:** None

**Non-Committee Members Present:** None

---

**1. Call to Order**

Mr. Groth called the meeting to order at 10:00 a.m.

**2. FOIA Compliance**

Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Regular Session**

With no regular business to conduct, Mr. Groth motioned to go into Executive Session which was seconded by Ms. Stone. The motion was approved unanimously.

**4. Executive Session**

Mr. Ralston was excused at the beginning of the meeting and plans to have his initial scoring completed on September 17<sup>th</sup>. The remaining Committee Members discussed their initial scoring of proposals submitted in response to RFP 2019-0030. At 10:21 a.m. Mr. Groth motioned to end Executive Session and adjourn the meeting which was seconded by Ms. Stone. The motion was approved unanimously.

**5. Adjournment**

Meeting was adjourned at 10:21 a.m.

Submitted/Approved By: Richard Groth, Procurement Officer, September 13, 2019