



**EMPOWERMENT THROUGH INFORMATION COMMITTEE
Ad-Hoc Communication Plan Selection Sub-Committee**

FINAL MINUTES

May 6, 2014

11:00 a.m. – 12:00 p.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 410
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on May 6, 2014 at the ADDPC, 1740 West Adams Suite 410 Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Ray Morris, In-person

John Eckhardt, In-person

Staff/Guest Present	Members Absent
----------------------------	-----------------------

Lani St. Cyr, Fiscal Manager
Marcella Crane, Contracts Manager
Michael Leyva, Contracts Coordinator

A. Call to Order:

Lani St. Cyr welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC) Ad-Hoc Communication Plan Selection Sub-Committee of the Empowerment through Information Standing Committee and introductions were made. Meeting was called to order at 11:05 a.m.

B. Communication Plan Submissions

Marcella Crane gave an overview of the Request of Quote (RFQ) process that was conducted to find a vendor to complete the Communication Plan for the Council. Three proposals were submitted based on the RFQ that was sent to four vendors that were selected from a list of vendors approved for statewide contracts.

There was discussion surrounding the strengths of the proposals submitted by both Moses and Urias Communications. Moses is one of the largest agencies in Arizona with many years of experience and multiple established state contracts. Urias Communications is a minority owned agency that has a multicultural focus. There was further discussion around

the rates for both vendors and what they proposed to do for the council. There was a question regarding what the Council was expecting the vendor to accomplish. The discussion then referred back to the RFQ and the need for the Council to have greater exposure in delivering the materials that have already been developed. Both Ray and John liked the multi-cultural approach that Urias Communication proposed and the breakout of hours for the various projects that was presented.

The discussion then turned to the Council's current contract with On Advertising, as they currently provide the design work for the printed materials created. The remaining tasks and budget with On Advertising were discussed along with the expiration of the PO on June 30, 2014 and who should proceed with the design work for printed materials for the Council in the future. It was mentioned that it might be good if the new vendor did the design work as well as the Communication Plan.

- A Motion was made by Ray Morris to approve Urias Communication as the vendor for the Communication Plan with their maximum projected 565 hours at a cost of \$67,800 with a provision to carryover dollars from On Advertising and add funds for design work for printed materials.
- The Motion was seconded by John Eckhardt.
- The Motion carried.

C. Call to the Public

No public members were present.

D. Adjourn

The Meeting adjourned at 12 p.m.