

ALABAMA BOARD OF HOME MEDICAL EQUIPMENT

Post Office Box 240636 · Montgomery, Alabama 36124-0636

Phone: (334) 215-3474 · Fax (334) 215-3457

www.homemed.alabama.gov

MINUTES

Board Meeting

Called/Special Meeting

February 10, 2020

The Alabama Board of Home Medical Equipment met at 1:30 p.m. on Monday, February 10, 2020 to conduct a special meeting of the Board. The meeting was held at the Board's office located at 2777 Zelda Road in Montgomery. Board members in attendance were Ms. Lisa Wells (Board Chair), Mr. Andy Alvarez (member), Mr. Robert Beard (member), Mr. Kent Crenshaw (member) and Mr. Vernon Johnson. Board members not in attendance were Mr. Jason Jones (member), Mr. Don Jones (member), and Dr. Randall Lee Murphy Jr. (member). Also present were Mr. Cameron McEwen (Board Legal Counsel) and Ms. Renee' Reames (serving as recording secretary).

The meeting was called to order at 1:35 a.m. by Ms. Wells, Board Chair. Ms. Reames called roll and a quorum of the members were present to proceed with the conference call meeting. Public notice of the special/called meeting was advertised on the Board's web site at www.homemed.alabama.gov and published on the Secretary of State's web site at www.sos.alabama.gov, in accordance with the requirements of the Alabama Open Meetings Act.

Chairperson Wells reported that the purpose of the special/called meeting was to review the Administrative Services bids. She reminded the members that two bids were received and the Board rejected both bids, with neither having met the requirements of the bid specifications. The Board had discussed at the January 21, 2020 Board meeting that neither bidder had provided information that supported the bidders' knowledge of the laws affecting health-related state boards in Alabama. She reported that it was determined by State Purchasing that the Board's rationale was not justifications to deny the bids; therefore, the Board was meeting in this special/called meeting to consider two options: (1) rebidding the contract with bid specifications that were more detailed about the bidder specifying and outlining the bidder's knowledge of laws affecting health-related boards in Alabama or (2) reconsider the two bids as-submitted based on the current bid specifications.

Mr. McEwen reiterated the options presented to the Board. The Board discussed the projected timeline indicated by State Purchasing if the bid specifications were rewritten, which would delay the process. Following some discussion, Mr. Crenshaw made the motion to keep the bid specifications as currently written. The motion was seconded by Mr. Alvarez and unanimously approved by the Board.

Chairman Wells began the process of reconsidering the bids, starting with the Board reviewing the lowest bid. Mr. Johnson reviewed the lowest bid from The Austin Group (TAG) since he was not present at the January Board meeting when the two bids were opened and first presented. The Board discussed TAG bid response to Part VI of the bid specifications concerning the bidder's established management company and knowledge of laws affecting health-related state boards in Alabama. Various comments were made regarding the lack of specifics in the bid response, based on the current bid specifications that did not specifically indicate documentation of knowledge, etc., and whether the lack of documentation by the bidder justified denial of the lowest bid.

Mr. Johnson made the motion to accept the lowest bidder as having met the requirements of the specifications. The motion was seconded by Mr. Crenshaw and unanimously approved by the Board.

Chairperson Wells indicated that she would notify State Purchasing about the Board's decision to accept the lowest bid and recommending that the bid be awarded to The Austin Group. She also indicated that she would inquiry about the next step in awarding the contract, since the current contract with Warren & Company expired at the end of April 2020.

Chairperson Wells announced that the next regularly scheduled meeting of the Board was on April 21, 2020 at 10:00 a.m.

Chairperson Wells indicated that there was no further business of the Board and Mr. Alvarez made the motion to adjourn the meeting. The motion was seconded by Mr. Johnson and unanimously approved by the Board. Chairperson Wells adjourned the meeting at 2:03 p.m.

Respectfully Submitted,

The image shows two handwritten signatures of Lisa Wells in blue ink. The first signature is on the left and the second is on the right, both written in a cursive style.

Lisa Wells
Board Chair

Submitted by Renee' Reames
(recording Secretary)
/rr