

**Memorandum**

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**Date:** December 13, 2017  
**From:** Theresa Martino, Purchasing Specialist  
**To:** Crystal K. Kinzel, Chief Deputy Clerk  
**Subject:** Appointment of Selection Committee  
**RE:** RFP # 2018-001 Electronic Payment Processing Services

The purpose of this Request for Proposal is to procure a comprehensive electronic payment processing solution for the Office of the Collier County Clerk of Courts and County Comptroller.

In accordance with Section VII (7) of the Clerk's Purchasing Policy, this office requests appointment of a six (6) member selection committee for the referenced request-for-proposals. The committee shall include the following members:

- Jill Lennon, Courts Director, Office of the Clerk of Courts and Comptroller, (Voting Member)
- Terri Hart, Director of Recording and Records Management, Office of the Clerk of Courts and Comptroller, (Voting Member)
- Steve Morgan, MIS Assistant Director, Office of the Clerk of Courts and Comptroller, (Non-Voting Member)
- Dena Rader, Human Resources Director, Office of the Clerk of Courts and Comptroller, (Voting Member)
- Raymond Milum Jr., Accounting Manager, Office of the Clerk of Courts and Comptroller, (Voting Member)
- Wayne Fyffe, Special Projects Manager, Office of the Clerk of Courts and Comptroller, (Voting Member)

The committee will review the proposals received, short-list the firms, and negotiate a contract for subsequent Board approval.

Upon approval, please forward this request to the Clerk's Purchasing Specialist. Your prompt attention to this matter is appreciated.

Committee appointed and empowered by:

  
Crystal K. Kinzel, Chief Deputy Clerk

  
Date