

## **EXAM RFP TASK FORCE**

### **MINUTES**

A meeting of the Exam RFP Task Force was held February 26, 2015 at the offices of the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama.

Those present were Jim Lawrence representing the Alabama Center for Real Estate, Earl Martin representing the Alabama Real Estate Educators Association, Dot Mash representing the Alabama Association of REALTORS<sup>®</sup>, Commissioner Dorothy Riggins-Allen, and Ryan Adair, AREC Education Director.

The meeting, having been duly noticed according to the Alabama Open Meetings Act, was called to order at 9:00 a.m. by Ryan Adair and a quorum was declared.

Mr. Adair explained the purpose of the meeting which was to review the Exam RFP and make any necessary changes prior to it being mailed. The RFP process was explained to the task force members including the proposed time frame, specific dates for submission and review of proposals, and the process of contract approval for the effective date of October 1, 2015.

The RFP was reviewed with the major changes identified from the previous RFP. Task Force members had previously reviewed the RFP and were prepared to ask questions and recommend changes in wording. Proposed changes in wording meeting the satisfaction of all task force members were made and all members were in agreement. The date of the next RFP Task Force meeting was scheduled for June 12, 2015 at 9:00 a.m. at the Alabama Real Estate Commission.

The meeting was adjourned at 10:50 a.m.

Done this 26<sup>th</sup> day of February 2015.

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Dorothy Riggins-Allen, Commission Member

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Ryan M. Adair, Recording Secretary