

PRE-PROPOSAL CONFERENCE SUMMARY
MICROWAVE AND ANCILLARY EQUIPMENT
PROJECT NUMBER 050R4800405
August 16, 2004

State Representatives:

Robert C. Krysiak, Procurement Analyst
Gerrit Veenhof, Radio Specialist
G. Edward Ryan, State Program Manager

Attendees: See attached list.

Mr. Robert C. Krysiak, Procurement Officer for the Department of Budget and Management convened the meeting at 1:30PM. He introduced the State representatives present and then reviewed the contents of the RFP: Sections 1 (General Information), Section 2 (Minimum Qualifications) Section 4(Proposal Format), Section 5 (Evaluation Criteria and Selection Procedure) and the Price Sheet Form (Attachment F). Emphasis was placed on required submissions: (1) having proposals delivered to the Department of Budget & Management on time, (2) the mandatory requirement for section 2 and (4) Required Submissions Section 4.4.2.8. Mr. Gerrit Veenhof and Mr. G. Edward Ryan reviewed Section 2 (Scope of Work).

The floor was then opened for questions. Mr. Krysiak requested that any questions be submitted in writing and sent by E-mail to the procurement officer, for consideration by the State. The meeting adjourned at 2:45PM.

Notice: Nothing stated at the pre-proposal conference may change the Request for Proposals unless a change is made by the procurement officer by written amendment. This summary does not constitute a written amendment.