

PRE-PROPOSAL CONFERENCE SUMMARY
STATEWIDE EQUIPMENT INSTALLATION AND SERVICES
PROJECT NUMBER 050R4800267
Date Held: MARCH 19, 2004 10:00am

State Representatives:

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

Attendees: See attached list.

Mr. Robert C. Krysiak, Procurement Officer for the Department of Budget and Management convened the meeting. 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 E). 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, (3) the Bid Bond and the Performance Bond (Letter from bonding company required with the Proposal) and (4) Required Submissions Section 4.4.2.9. 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 10:45 AM.

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.