

**PRE-PROPOSAL CONFERENCE SUMMARY
STATEWIDE WIRELESS COMMUNICATIONS
INFRASTRUCTURE SITE INSTALLATIONS**

**PROJECT NUMBER 050R4800143
Date Held: DECEMBER 18, 2003 10:00am**

State Representatives:

Robert C. Krysiak, Procurement Analyst
Gerrit Veenhof, Radio Specialist
G. Edward Ryan, State Program Manager
Susan Woomer, Procurement Analyst Supervisor
Ellis Kitchen, DBM Chief Information Officer

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 3 (Proposal Format), Section 4 (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 3.5, (3) the Performance Bond (Letter from bonding company required with the Proposal) and (4) the detailed specifications & design drawing (required with the proposal). 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.