

PRE-PROPOSAL CONFERENCE SUMMARY
WIRELESS ANTENNAE, TRANSMISSION LINE AND RF CONDITIONING
HARDWARE

PROJECT NO. 050R5800331– JULY 21, 2005

State Representatives:

Robert C. Krysiak, Procurement Analyst
Dana Walker, Technical Project Specialist

Attendees: See attached list.

Mr. Robert C. Krysiak, Procurement Officer for the Department of Budget and Management convened the meeting at 10:00AM. He introduced the State representatives present and then reviewed the contents of the RFP: Sections 1 (General Information), Section 2 (Minimum Qualifications), Section 3 Scope of Work, 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..

2.1 STATEMENT OF MANUFACTURER SUPPORT

All Contractors must be authorized by the manufacturer to sell, install, and configure the proposed manufacturer's products.

THIS REQUIREMENT APPLIES TO ALL CONTRACTORS: EACH PROPOSAL RECEIVED MUST CONTAIN A STATEMENT OF SUPPORT FROM THE MANUFACTURER WHICH CONFORMS TO EITHER OF THE FOLLOWING REQUIREMENTS:

- 2.1.1 If the Contractor **is not** the manufacturer, the Statement of Manufacturer Support must ensure that:
- a. it is current, dated, on the manufacturer's letterhead, addressed to the Procurement Officer and signed by an authorized officer of the manufacturer to bind the manufacturer to the Statement.
 - b. The Contractor is authorized to provide the manufacturers' complete and current product lines for the duration of the contract.
 - c. the history of the dealer/manufacturer relationship is fully described.
 - d. the Contractor will have direct access to any software fixes, patches, parts, manufacturer support facilities, and during an emergency/down situation access to key support engineers for the duration of the contract.

- e. the manufacturer is committed to supporting all specifications and requirements for the duration of the contract.

2.1.2 If the Contractor **is** the manufacturer, the Statement of Manufacturer Support must ensure that:

- a. it is current, dated, on the manufacturer's letterhead, addressed to the Procurement Officer, and signed by an authorized officer of the manufacturer to bind the manufacturer to these Statements.
- b. it is committed to supporting all specifications and requirements for the duration of the contract.

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 10:45AM.

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.