



Date: May 19, 2015
From: Rich Bannon, Purchasing and Contracts Manager
Subject: Minutes of Pre-proposal Meeting on RFP 2015-R14, Installation of Wireless Equipment

A pre-proposal meeting was held today at 10:00 am. The following people were in attendance:

Rich Bannon, Purchasing & Contracts Manager
Sean Gleason, IT Manager
Russ Davis, Moss
Paul Moore, INS Group
John Moore, INS Group

Rich Bannon covered the following areas:

1. The date for submissions of questions was May 18. CATA had received several questions and the response would be sent out later in the day.
2. The due date for proposals is 2:00 pm on June 2, 2015.
3. Exhibit A, Section 3 on how the proposal should be organized.
4. All communications should be directed to the purchasing department.
5. The wage determination and payroll reports.
6. The scope of work. The selection of a firm will be qualification based. Once a Contract is established, Task Orders will be negotiated for the elements of work.

Sean Gleason covered the following areas:

1. This system will be integrated into the new phone system.
2. The wireless network should cover the entire CATA property.

At the end of the meeting, Sean conducted a walk thru of the Network Operations Center (NOC) and the CATA facility.

Attachment: Sign-in Sheet



PRE-PROPOSAL SIGN IN SHEET
CATA RFP 2015-R14
May 19, 2015

Name	Company	Phone	E-Mail
Russ Davis	MOSS	616-291-4375	russ.davis@mosstele.com
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